DECpage

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Style Designer's Guide

Order Number: AA–HV30B–TE

AA–HV30B–TE
October 1988

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About This Guide

Product: DECpage Version 3.0

Operating System: VAX/VMS

Purpose of This Guide

The DECpage Style Designer's Guide describes how to use the User-Designed Styles (UDS) utility. This utility lets you design new styles based on the styles supplied with the DECpage kit. The styles supplied with DECpage can also be modified. You must be a privileged (SYSPRV) user to modify a style supplied with DECpage. However, you do not need to be a privileged user to design a new style based on an existing style.

Who Should Use This Guide

The DECpage Style Designer's Guide is for all users who need to modify the styles supplied with DECpage or who want to create new styles. See the chapter Using the UDS Utility for more information about the Modify option.

Prerequisites

Before using this manual, you should be familiar with WPS-PLUS, the word processor that you use to create documents for DECpage, and with DECpage. See the *DECpage Statement of Supported Versions* in this documentation set. You should also be familiar with the basic concepts of page layout and typography described in the Designing Styles chapter of this guide.

Associated Documents

This manual should be used in conjunction with the following DECpage documentation:

DECpage Getting Started

DECpage User's Guide

DECpage Installation Guide

DECpage Style Samples

DECpage Quick Lookup

DECpage Statement of Supported Versions

Conventions

This manual uses the following conventions:

DECpage	Means DECpage™ software.
ALL-IN-1	Means ALL-IN-1™ software.
WPS-PLUS	Means WPS-PLUS™/VMS software.
PostScript	Means PostScript ®. PostScript ® is a registered trademark of Adobe Systems Incorporated.

Red Text or **Bold Dot Matrix Type**	Indicates the text you should type in examples.
`Dot Matrix Type`	Indicates text that appears on your screen.
Enter	Means type your response, then press a terminator key such as RETURN or TAB.
RETURN or <RETURN>	Indicates a key that you press in examples. For example, <RETURN> indicates that you press the RETURN key. All keys are indicated by the word processing conventions. For example, the SELECT key is represented as SEL. The only exception to this convention is TAB, which is indicated by <T>.
Gold x	Indicates a sequence of keys that you press. For example, Gold FILE DOCMT means that you press the Gold key and then the FILE DOCMT key.
. . .	Vertical ellipses indicate that a line or more of text in an example has been omitted.

Summary of Changes and New Features

This section summarizes the changes and new features in DECpage V3.0 that are covered in the *DECpage Style Designer's Guide*. The topics in this summary include:

- User-Designed Styles Enhancements
- Changes to the User-Designed Styles Menu

You will find specific information about other changes and new features in the *DECpage User's Guide*. These include:

- Changes affecting all styles
- Report style features
- New GEN1LAND style

User-Designed Styles Enhancements

The User-Designed Styles (UDS) utility lets you modify many more parameters than you could modify in DECpage Version 2.1:

- Numbering paragraphs
- Turning hyphenation on or off
- Using italic, bolded and/or underlined text (called text renditions)
- Changing footnote characteristics
- Changing aspects of subscripts and superscripts
- Changing literal and TDE diagram size
- Changing graphic sizes
- Selecting PrintServer 40 bins and trays
- Using PostScript font sizes

Numbering Paragraphs. You can set the paragraph numbering to Decimal (1.1.1), Outline (1,A,1,a,1),a),(1),(a),(iii), or Unnumbered.

For more information, refer to the section Numbered Heading Format in the chapter Designing Styles.

Turning Hyphenation On or Off. You can set hyphenation on or off for the style.

For more information, refer to the section Text Hyphenation in the chapter Designing Styles.

Using Italic, Bolded, and/or Underlined Text. You can highlight text by making it print in italics, boldface type, underlined, or a combination of boldface and underlined text. These modes of highlighting are called text renditions.

For more information, refer to the section Text Renditions in the chapter Designing Styles.

Changing Footnote Characteristics. You can now specify footnote attributes such as placement, characters used, and character and text indentation.

For more information, refer to the sections Footnote Positions and Footnote List in the chapter Designing Styles.

Changing Aspects of Subscripts and Superscripts. You can now specify the size and elevation for subscripts and superscripts for all elements in your document. You can specify the attributes individually for headings, paragraphs, tables, footnotes and all other elements modifiable through the User-Designed Styles utility.

For more information, refer to the sections Subscripts and Superscripts, Subscript Offset, and Superscript Offset in the chapter Designing Styles.

Changing Literal and TDE Diagram Size. If you have a PrintServer 40 or an LN03 ScriptPrinter, you can now change the size of literal type and modify the sizing of your TDE diagrams. Changing the literal type point size affects both literals and TDE diagrams. For a document containing literals or TDE diagrams with long lines, you could copy a style and specify a smaller point size and line depth. For example, you could change the point size from 10 to 9 and the line depth from 12 to 10. Or, you might want a TDE diagram to be larger for a presentation. In this case, you could copy the T1 style and increase the size of the literal type to 14 points and the line depth to 14 points.

For more information, refer to the sections Landscape Text, Literal Text, and Literal and Landscape Text in the chapter Designing Styles.

Graphic Sizes. You can now modify the size of the graphics to be printed in your document. Because you can modify both the height and width of the graphic, you can also modify the aspect ratio of the graphic. With DECpage V3.0, you can include an encapsulated PostScript graphic in your document.

Encapsulated PostScript graphics include sizing information that DECpage uses to scale the graphic image to the proper dimensions.

For more information, refer to the section Considering Graphics and Logos in the chapter Designing Styles.

PrintServer 40 Bin and Tray Selection. The Printer Attributes menu lets you specify the paper tray and output bin for each section in your document. For example, you can design a style that selects page 1 from the letterhead tray, landscape pages from the tray containing the larger paper, and all other pages from the bottom tray.

For more information, refer to the section Considering Printer Attributes in the chapter Designing Styles.

PostScript Font Sizes. If you are using a PrintServer 40 or an LN03 ScriptPrinter, you can design a style that uses font sizes other than the 10, 12, 14, 18 and 24 included in the LN03 font packages.

For more information, refer to the section Point Size in the chapter Designing Styles.

Changes to the User-Designed Styles Menu

This menu has been changed to be consistent with the ALL-IN-1 menu conventions. For example, to copy a style, you now type CO instead of C.

1

Introduction

DECpage gives you a large number of styles from which to choose. These styles are designed to meet format requirements for general and specific documents. There are three general purpose style formats, and specific document formats for announcements, directories, letters, memos, newsletters, reports, and transparencies.

Most users find these styles sufficient for their documentation needs. However, others want more flexibility in formatting their documents. Within the style formats, various output "attributes," such as typeface, point size, and line depth, can be changed to alter the appearance of the printed document. This flexibility is available through the User-Designed Styles (UDS) utility.

This chapter is a general description of the UDS utility. The next chapter, Using the UDS Utility, describes each option on the UDS Menu fully and provides specific instructions and examples for using the utility. That discussion describes how you work through the hierarchy of UDS menus to reach and modify the style attributes you want to change. The last chapter, Designing Styles, discusses the elements of page design and text design. That chapter is for the style designer who wants to change more than one or two style attributes. A Glossary at the end of this guide provides definitions

of terms and concepts encountered when designing styles with the UDS. Most of these terms and concepts are familiar to typographers and style designers, but some are specific to DECpage.

The DECpage UDS utility lets you modify a great number of document attributes within a DECpage style. Generally, however, you modify a style by changing only a small number of attributes. For example, you might want to modify only the typeface and/or point size of various text elements within a document.

Modifiable Attributes

You can modify the following document attributes:

- Paper Width and Depth
- Page Width and Depth
- Placement of Top and Left Margins
- Location of Crop Marks
- Block Width and Depth
- Minimum and Maximum Block Depths
- Trim Margins
- Logo Depth and Width
- Logo Position (in Letter and Memo styles)
- Typefaces
- Space Above and Below Elements
- Point Size
- Line Depth
- Paragraph Indents
- Left Margin Indents
- Line Width
- Page Numbering

- Numbered Heading Formats (Decimal, Office, or Unnumbered DECpage Headings)
- Automatic Label Text
- Automatic Trim Text
- Footnotes or Endnotes
- Footnote Numbers, Symbols, or User-Defined Characters
- Footnote Separators
- Dimensions of Graphics
- Subscript and Superscript Size
- Subscript and Superscript Placement
- Text Renditions (Bold and Underlined, Bold, or Underlined)
- Literal Typeface
- Landscape Typeface
- Hyphenation Rules
- Repetition of Column Heads
- Input Tray Selection on the LPS40 PrintServer, LN01, or LN01S
- Output Bin Selection on the LPS40 PrintServer, LN01, or LN01S

The *DECpage Style Designer's Guide* explains how to use the User-Designed Styles (UDS) utility. There are two approaches to using the UDS utility:

- A style designer with the SYSPRV privilege can change a style that came with DECpage.
- You can design your own style by copying a style that came with DECpage, renaming it, and then modifying the renamed style. You do not need SYSPRV to do this.

  For example, to develop a special Company memo style, you might copy a DECpage memo style, modify the typeface and/or point size of some document elements, and add a logo.

The UDS Utility

To design a new style, the procedure is:

1. Select the existing style you want to be the basis of the new style.
2. Copy the existing style and give it a new name.
3. Modify a small number of style attributes.

   NOTE: No privilege is necessary for this step.
4. Use the Test Style option to see that your changes give you the desired result. This step is optional, but we recommend it.
5. If you plan to change a large number of attributes, it is a good idea to change some of them and then to test the style to see if you got the results you wanted. If you did, you can use the Print option to list the attribute values before you continue. Then change another few attributes and test the style again. In this way, if subsequent modifications are not to your liking, you do not have to return to the original style attribute values. You can recover most of the work you performed.
6. When the style is the way you want it, use the Build Style option to make the style available to system users.

NOTE: The UDS utility lets you modify all the DECpage styles. Some of the DECpage styles use typefaces that are supplied only in the Complete Office Font Package, unless you are using a laser printer that has PostScript fonts. If you modify a style that requires the Complete Office Font Package, and you have only the Basic Office Font Package installed, you must not specify a typeface from the Complete Office Font Package. Otherwise, you will get an error message when you run DECpage.

Other options on the UDS Main Menu are described in the chapter Using the UDS Utility.

2

Using the UDS Utility

This chapter provides an overview of the UDS utility, explaining how the UDS menus are set up, how you progress through them, and how you can modify styles. The following chapter, Designing Styles, gives more specific details about using the UDS to design styles.

The UDS utility uses menus to let you select the document attributes you want to change. It begins with a main menu similar to the WPS-PLUS Document Processing Menu. To reach the UDS Main Menu from the WPS-PLUS Document Processing Menu:

1 Select DP.

  The DECpage Document Formatting Menu displays.

2 Select UDS.

  The UDS Main Menu displays.

The UDS Main Menu

Figure 2-1 shows the UDS Main Menu, and is followed by a description of each option.

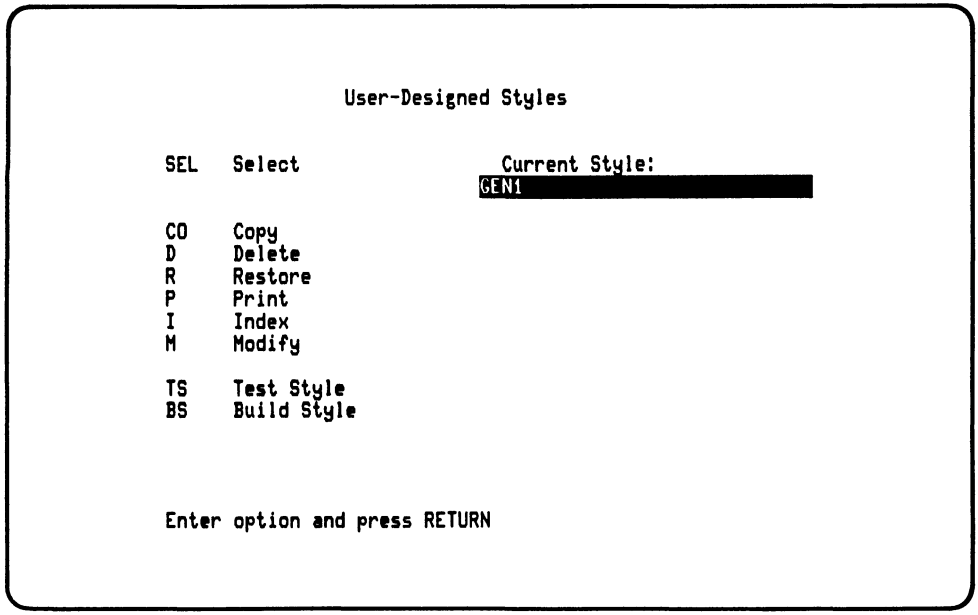

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Figure 2-1 UDS Main Menu

The Select Option

The Select (SEL) option lets you choose a style to use as a template to create a new style. Once selected, that style name will appear in the Current Style field in the upper right-hand corner of the menu. It will also appear as the default current style on all other menus you use, except the menu for the Index option. The Select option also lets you cycle through the existing style names by repeatedly pressing the SEL key.

The Copy Option

The Copy (CO) option lets you make a copy of the existing style, giving it a new name in the process. When you select the Copy option, a form prompts you for the name and a description of the new style.

Once you provide that name and the description, the copy is made, the display returns to the UDS Main Menu, and the new style becomes the Current Style.

The Delete Option

The Delete option lets you remove unwanted styles that you have created. You can also delete any of the styles provided with DECpage, although you need the SYSPRV privilege to do this. When you select this option, it prompts you to confirm the deletion. Once you delete a style, it is removed from the system's list of available styles. If you have the SYSPRV privilege, however, you can use the Restore option to restore styles supplied with DECpage. You can restore original styles at any time, either individually or as a group.

The Restore Option

The Restore option resets the contents of the styles shipped with DECpage to their original state as shipped. You must have the SYSPRV privilege to do this. You can restore these files individually or as a group, by using the ALL option. You do not have to restore styles in the same session as when you deleted them; you can restore them at any later time.

The Print Option

The Print option lets you get a hardcopy printout of your style file. The printout is in the same format that you see when modifying the style (that is, attribute name followed by attribute value). You are prompted for the printer you want to use.

The Index Option

The Index option lets you see what styles are currently available to style designers. The style list shows the style name, the date the style was created, and the last date it was modified.

The Modify Option

The Modify option moves you to the Main Modify Menu for the selected style, and lets you change many of the attributes in that style.

The Test Style Option

The Test Style option lets you print existing WPS-PLUS documents using modified or newly designed styles. This lets you experiment with various style attributes without making the style available to the system as a whole. When you select this option, DECpage displays a form similar to the DECpage Format and Print form. A second form prompts you for the name of one of your WPS-PLUS documents. DECpage then prints the document using the Current Style. Test Style is an optional step in the UDS process.

The Build Style Option

The Build Style option takes the contents of the Current Style and makes them available to the DECpage formatter and to all users on the system. If a style with that name already exists, it is replaced by the newly built style. If it does not exist, the new style name is added to the system's list of available styles. For example, you may want to make modifications to the GEN1 style but call it NGEN1. After modifying various attributes, you are ready to either test the style or build it. Once you invoke the Build Style option, NGEN1 becomes available to all users on the system through the Format and Print form or the Format and Print Selected Pages form.

The UDS Utility

Follow these steps to use the UDS utility:

1. Select the style you want to modify.
2. Copy the selected style and give it a new name.
3. Modify the style attributes.
4. Use the Test Style option, if you wish, to see that your changes give you the desired result.
5. If continuing to modify the style, use the Print option to capture style attribute values before continuing.
6. When satisfied with the modified style, use the Build Style option to make the style available to system users.

Working Through the UDS Menus

The following example of designing a new style shows how the hierarchy of UDS menus is arranged. The example takes you through the submenus and attribute menus in the GEN1 Style. Submenus offer you options leading to other submenus or to attribute menus. Attribute menus allow you to modify an attribute.

Example: Designing a New Style

To design a new style, you select, copy, and modify an existing style. Choose a style that most closely approximates what you want to develop.

The following example shows you how to design a new General style with modified heads and indented paragraphs, based on the DECpage GEN1 style. You select the GEN1 style as your basis, copy it and name it NGEN1, modify the heading typeface and point size, and then change the amount of paragraph indentation. You test the style if you wish, and build the style, which makes it available to system users.

From the UDS Main Menu:

1 Select SEL.

DECpage overwrites the UDS Main Menu with the Selecting a Style form, Figure 2-2.

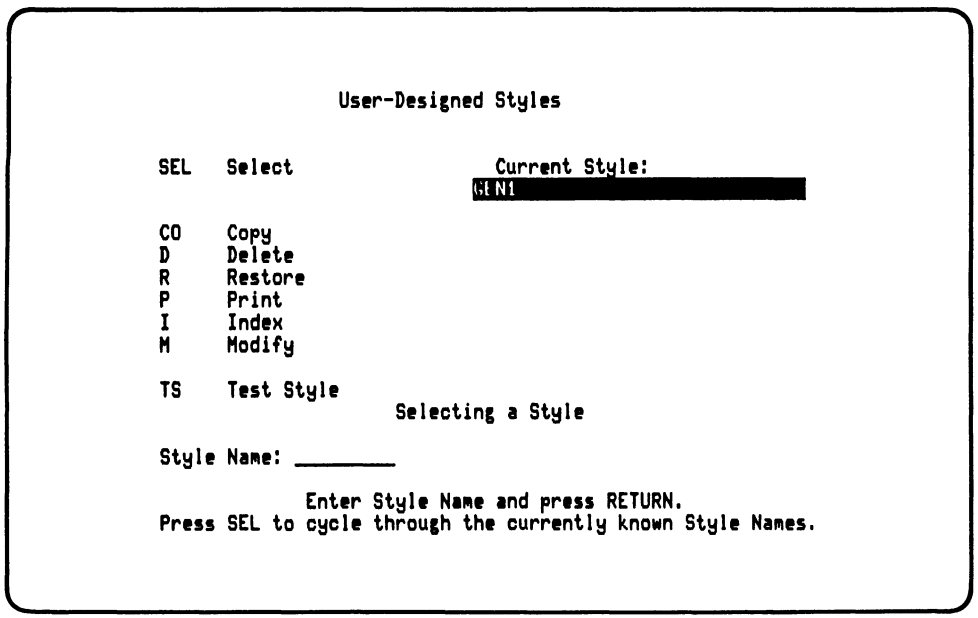

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Figure 2-2 Selecting a Style Form

NOTE: To return to a previous menu, press EXIT SCREEN (ADVANCE).

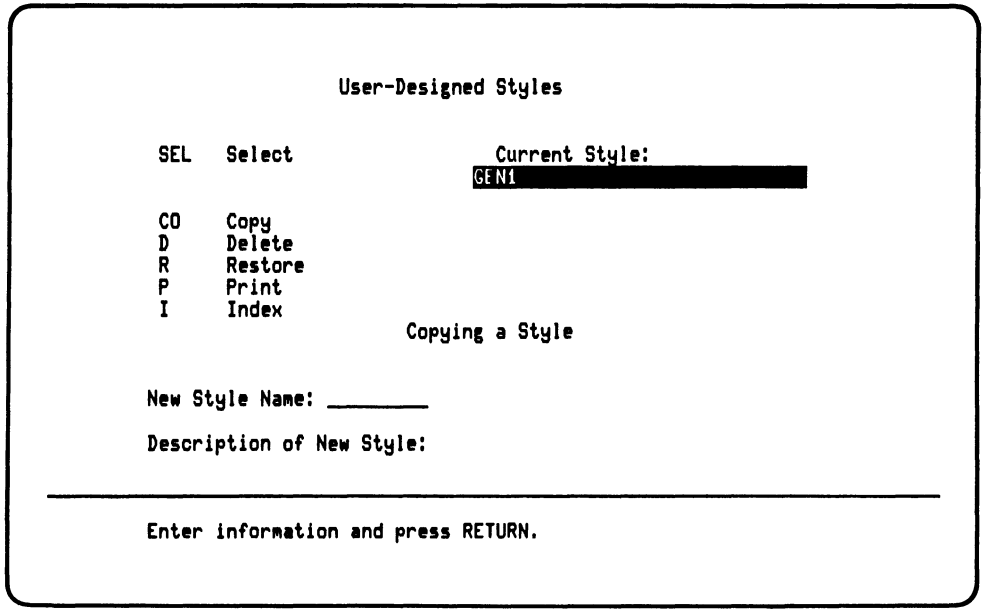
2 Enter the name of one of the existing styles. You can determine what styles are available by repeatedly pressing SEL. Until you add styles that you designed, the styles that were supplied with DECpage are the only ones available.

In this example, GEN1 is the style on which you are basing your new style. Since GEN1 is the Current Style, you do not have to select a different style.

If you selected a style other than the one shown as Current Style, the UDS Main Menu redisplays, with the style you selected shown as Current Style.

3 Select CO (Copy).

DECpage overwrites the UDS Main Menu with the Copying a Style form, Figure 2-3.



ZK-7803-HC

Figure 2-3 Copying a Style Form

4 Enter a name up to 12 characters long in the New Style Name field. This name cannot be the same as an originally supplied style. In this example, the name is NGEN1. Enter a style name with no spaces. Although the field accepts a name that contains spaces, the UDS utility does not.

NOTE: Use the TAB key to move the cursor to the next field.

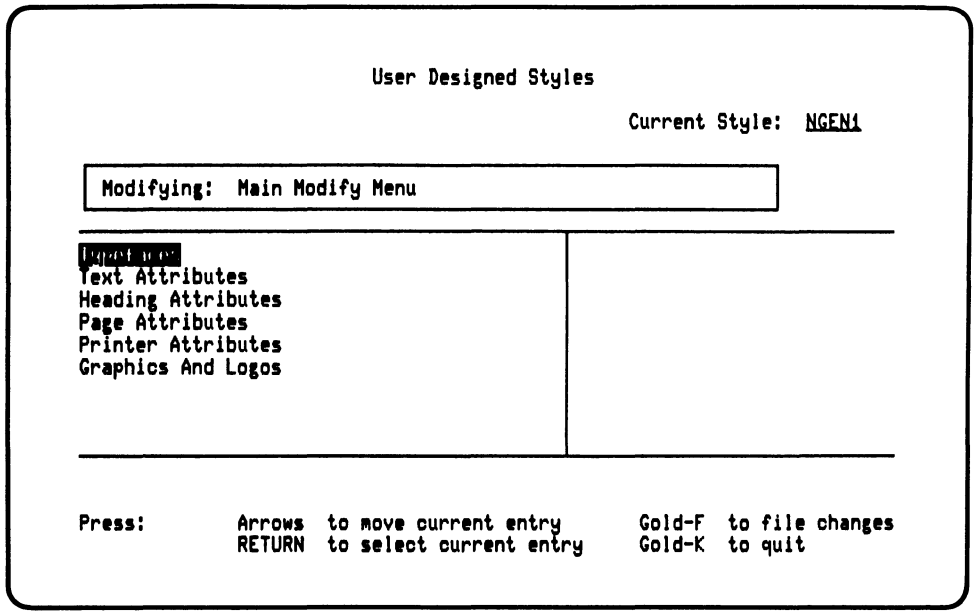
5 Enter a description in the Description of New Style field. This field must have an entry. In this example, you can enter "GEN1 Style with Century Headings".

NOTE: Descriptions you enter in this field are the descriptions displayed when you press Gold L on a blank Style field on the DECpage Format and Print form.

The UDS Main Menu redisplays, with the style you named shown as Current Style.

6 Select M (Modify)

The UDS Main Modify Menu, Figure 2-4, displays.

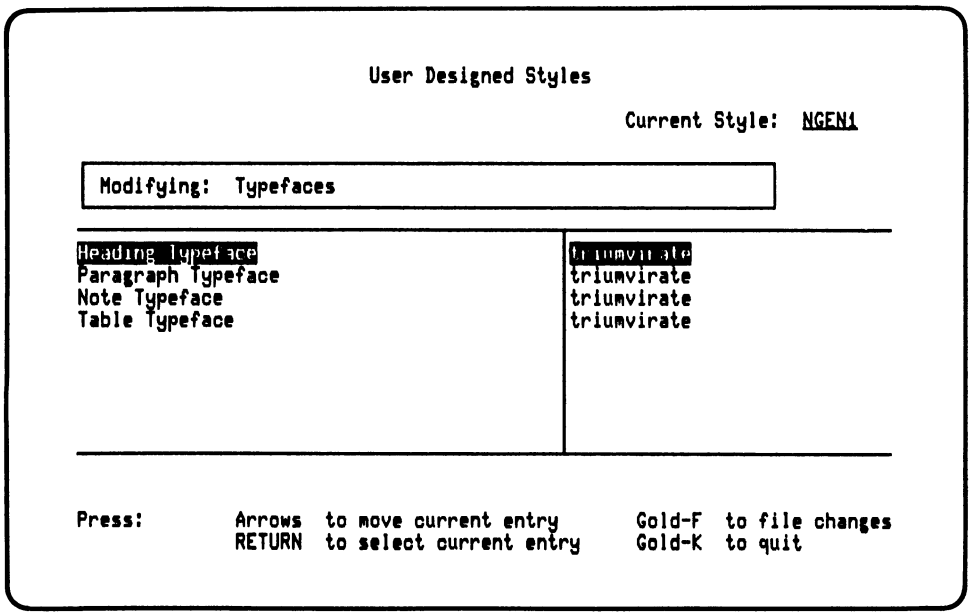


ZK-7804-HC

Figure 2-4 UDS Main Modify Menu

This display is the top-level menu for style modifications. Use the arrow keys to move up and down the list of items. When the desired item is highlighted, select it by pressing RETURN.

In this example, the Typefaces option is selected. As shown in Figure 2-5, the Modifying: Typefaces Menu displays, with Heading Typeface highlighted.



ZK-7805-HC

Figure 2-5 Modifying: Typefaces Menu

7 Select the attribute you want to change. For this example, select Heading Typeface.

The Modifying: Heading Typeface form displays, as shown in Figure 2-6.

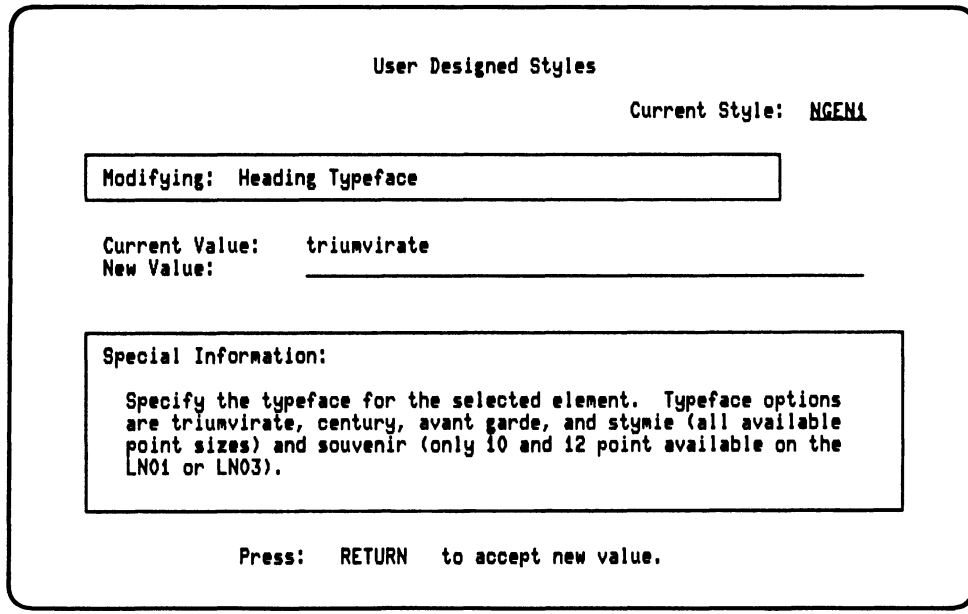

User Designed Styles
Current Style: NGEN1
Modifying: Heading Typeface
Current Value: triumvirate
New Value:
Special Information:
Specify the typeface for the selected element. Typeface options are triumvirate, century, avant garde, and stymie (all available point sizes) and souvenir (only 10 and 12 point available on the LN01 or LN03).
Press: RETURN to accept new value.

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Figure 2-6 Modifying: Heading Typeface Menu

8 Enter the new value.

In this example, enter the new typeface, "century", you want the headings to have.

Note that the form provides special information. Generally, this information is a list of valid options, or suggestions about other modifications that you should make. However, special information on the screen is limited to five lines. The chapter Designing Styles contains additional design information.

When you enter data into a form field, you should use the same syntax as the original value. For example, if the original value is "triumvirate", and you want to change to "century", enter "century" rather than a truncation of century. "Cen" or "cent" would give you an error message. If the value is a unit of measure, however, you can use an accepted abbreviation for a common unit of measure.

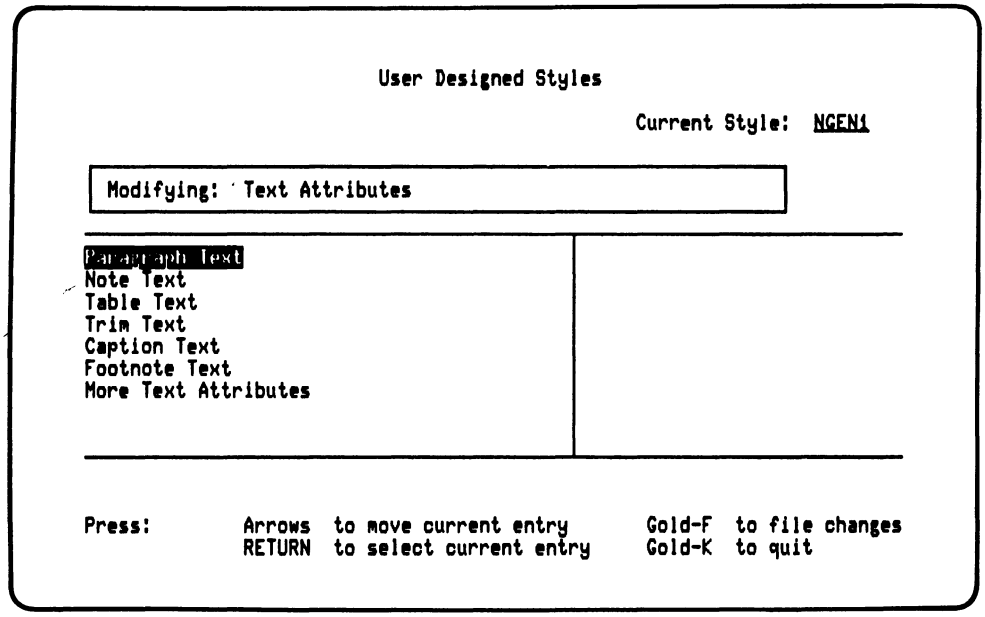
For example, if the value is 1 inch, and you want to go to 3.5 centimeters, you can enter 3.5 centimeters or 3.5 cm.

NOTE: If you do not know what one of the original attribute values was, you may return to the UDS Main Menu and use the Print option. The printed style file lists all attribute values. In this example, if you do not know what point size the triumvirate is, print the style information for the GEN1 style to find it is 10 point.

9 Continue to change style attributes as desired.

NOTE: If you decide to change a number of attributes in a style, it is good practice to change just two or three and then to use the Test Style option to see if the output is what you want. If it is, and you will be changing more attributes, it is good practice then to use the Print option to print the style attributes. It may happen that you modify an attribute in a way that corrupts your style. Having the printout lets you return to an intermediate stage of modification. It saves having to return to the original copied style.

For this example, you want to modify another attribute, the amount of paragraph indenting. You return to the UDS Main Modify Menu by repeatedly pressing EXIT SCREEN (ADVANCE). Pressing EXIT SCREEN (ADVANCE) displays the previous screen selected. You select Text Attributes, and display that menu, Figure 2-7.

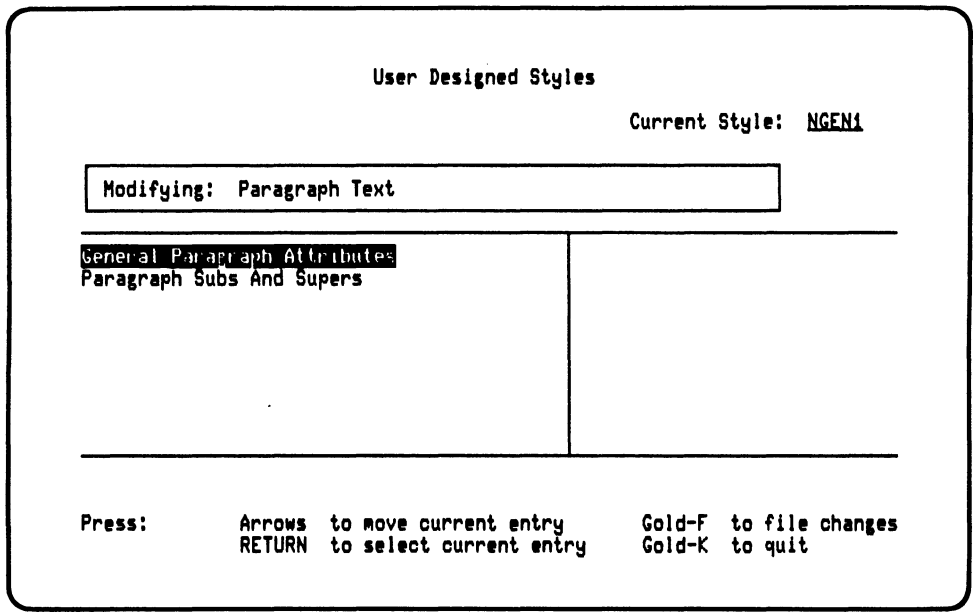


ZK-7807-HC

Figure 2-7 Modifying: Text Attributes Menu

10 In our example, select the Paragraph Text option.

DECpage displays the Modifying: Paragraph Text Menu, Figure 2-8.

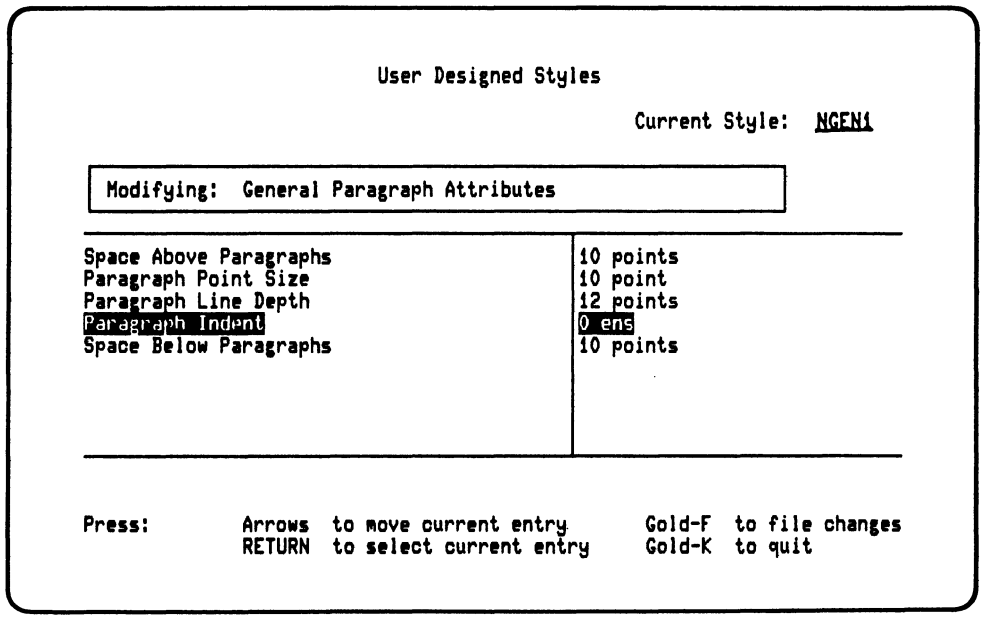


ZK-7808-HC

Figure 2-8 Modifying: Paragraph Text Menu

11 Select General Paragraph Attributes.

DECpage displays the General Paragraph Attributes form, Figure 2-9.

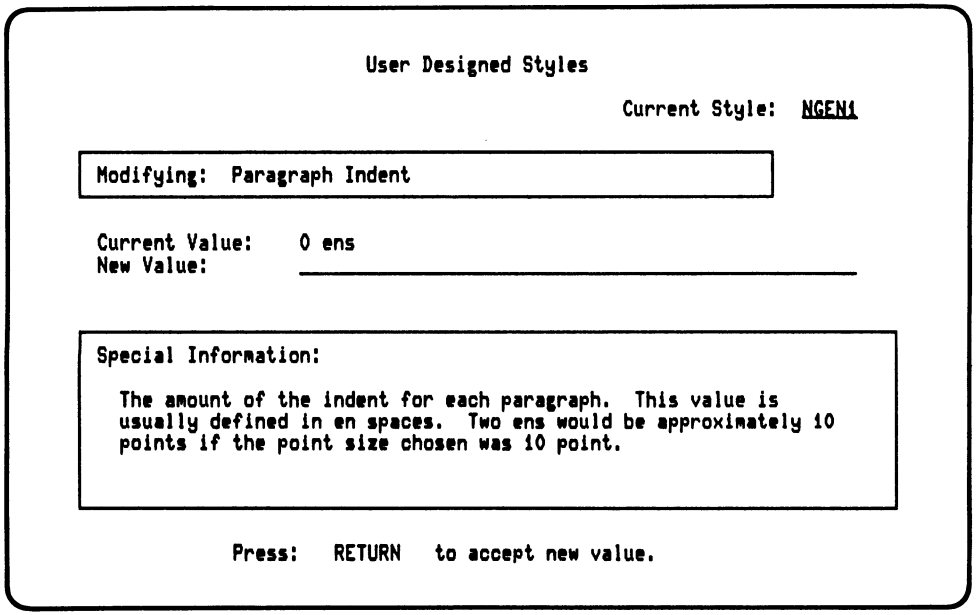


ZK-7809-HC

Figure 2-9 General Paragraph Attributes Form

12 Select Paragraph Indent.

The display changes to Figure 2-10, the Modifying: Paragraph Indent form.


User Designed Styles
Current Style: NGEN1
Modifying: Paragraph Indent
Current Value: 0 ens
New Value:
Special Information:
The amount of the indent for each paragraph. This value is usually defined in en spaces. Two ens would be approximately 10 points if the point size chosen was 10 point.
Press: RETURN to accept new value.

ZK-7810-HC

Figure 2-10 Modifying: Paragraph Indent Form

13 Enter 2 ens.

This example changes only two attributes. However, you can continue modifying attributes in this way until the style is as you like it. You can return to the Main Modify Menu at any time by repeatedly pressing EXIT SCREEN (ADVANCE).

14 When you have made all necessary changes, enter Gold F.

The UDS Main Menu redisplays.

15 To test the style before releasing it to the system, select the Test Style option. See the section Testing a Style.

Example: Modifying Logo Spacing and Position

If your Company has purchased a logo, you can use the UDS facility to change the width and depth of the spacing allowed for the logo. All

DECpage styles have a LOGO option on the UDS Main Modify Menu. In addition, the Letter and Memo styles have a Customize Page 1 option that lets you change the spacing and position of a logo at the top and/or bottom of the page.

NOTE: The PrintServer 40 will not print LN03 logos. However, there is a way to convert LN03 logos to PostScript files for printing on the PrintServer 40. Refer to the DECpage Installation Guide.

Modifying Logo Spacing. To modify the width of the spacing allowed for a logo:

1 From the UDS Main Menu, select the Modify option.

The UDS Main Modify Menu displays.

2 Select the Graphics and Logos option.

The Modifying: Graphics and Logos Menu displays.

3 Select the Logos option.

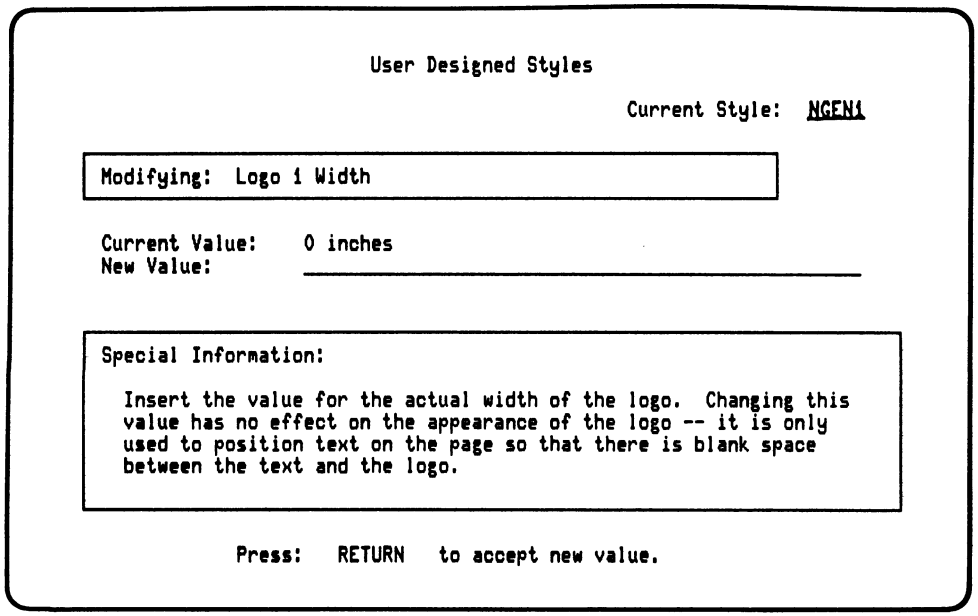
The Modifying: Logos form displays.

4 From the nine logo numbers on the menu, select the logo number you want, such as Logo 1.

The Modifying: Logo 1 Menu displays.

5 Select Logo 1 Width.

The Modifying: Logo 1 Width form, Figure 2-11, displays.


User Designed Styles
Current Style: NGEN1
Modifying: Logo 1 Width
Current Value: 0 inches
New Value:
Special Information:
Insert the value for the actual width of the logo. Changing this value has no effect on the appearance of the logo -- it is only used to position text on the page so that there is blank space between the text and the logo.
Press: RETURN to accept new value.

ZK-7811-HC

Fgure 2-11 Modifying: Logo 1 Width Form

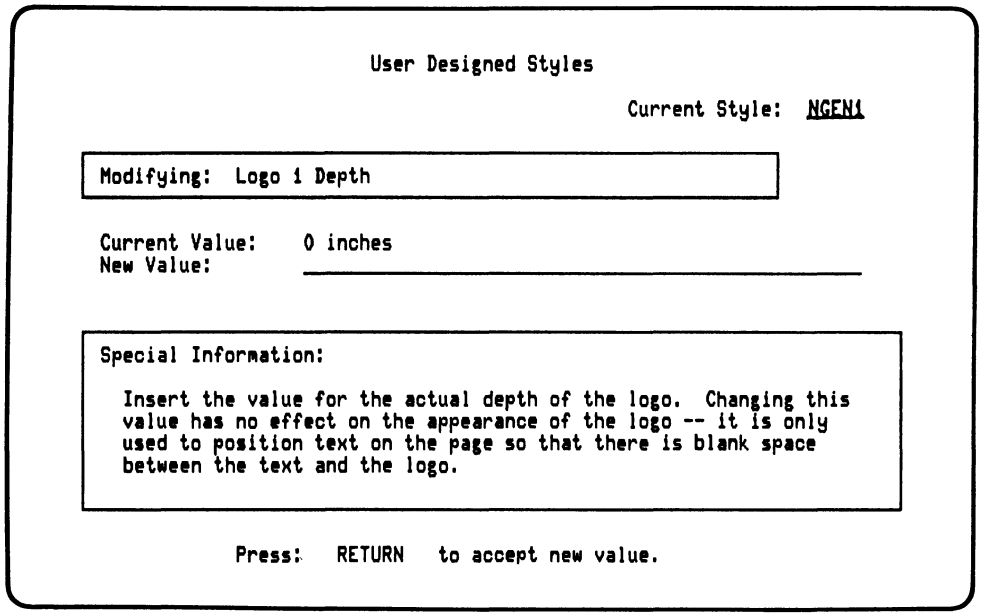
6 Enter a new dimension for the logo spacing width, such as 4 cm.

The Modifying: Logo 1 Menu redisplays, with 4 cm shown as the logo width.

To modify the depth of the logo spacing:

1 Select Logo 1 Depth.

The Modifying: Logo 1 Depth form, Figure 2-12 displays.


User Designed Styles
Current Style: NGEN1
Modifying: Logo 1 Depth
Current Value: 0 inches
New Value:
Special Information:
Insert the value for the actual depth of the logo. Changing this value has no effect on the appearance of the logo -- it is only used to position text on the page so that there is blank space between the text and the logo.
Press: RETURN to accept new value.

ZK-7812-HC

Figure 2-12 Modifying: Logo 1 Depth Form

2 Enter a new dimension for the logo spacing depth, such as 4.5 cm.

The Modifying: Logo 1 Menu redisplays, with 4.5 cm shown as the logo depth.

3 Press Gold F to file your changes and return to the UDS Main Menu.

Modifying Logo Position. In DECpage Letter and Memo styles, you can customize page 1 of your document, changing the logo position at the top and bottom of the page.

To change the position of the logo, in this example, the top logo:

1 From the UDS Main Menu, use the SEL option to select a letter or a memo style, such as M1.

2 Copy the M1 style, and give it a new name, such as OURM1.

3 Select the Modify option.

The UDS Main Modify Menu displays.

4 Select Page Attributes.

The Modifying: Page Attributes Menu displays.

5 Select Text Block Attributes.

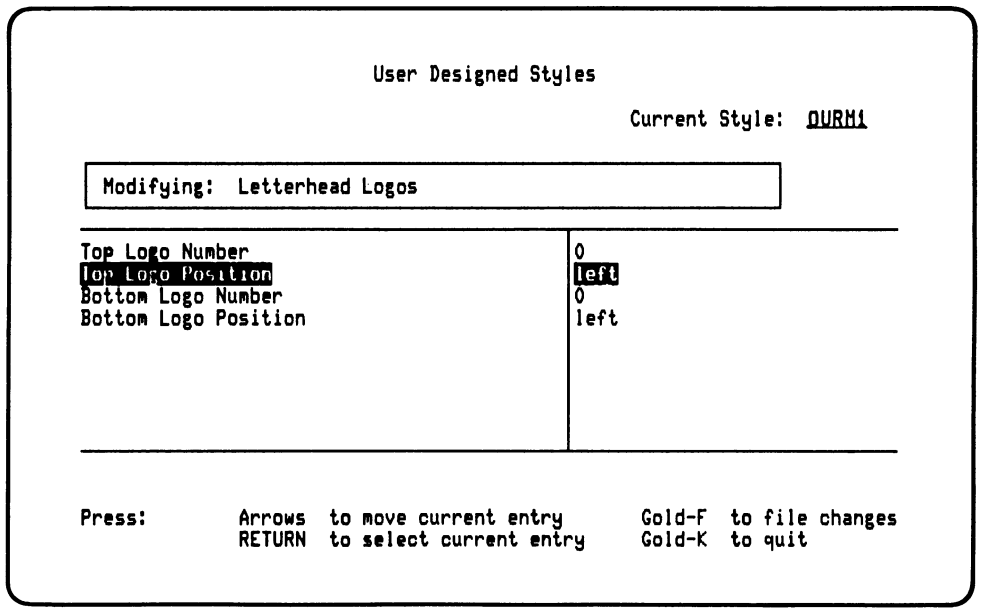
The Modifying: Text Block Attributes Menu displays.

6 Select Customize Page 1.

The Modifying: Customize Page 1 Menu displays.

7 Select Letterhead Logos.

The Modifying: Letterhead Logos Menu, Figure 2-13 displays.

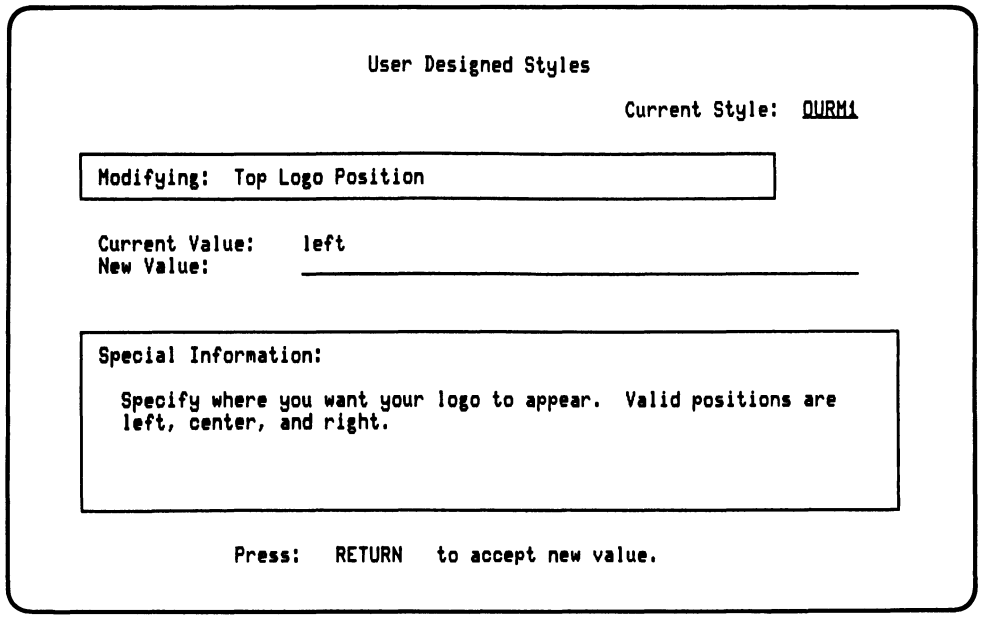


ZK-7813-HC

Figure 2-13 Modifying: Letterhead Logos Menu

8 Select Top Logo Position.

The Modifying: Top Logo Position form, Figure 2-14, displays.


User Designed Styles
Current Style: OURM1
Modifying: Top Logo Position
Current Value: left
New Value:
Special Information:
Specify where you want your logo to appear. Valid positions are left, center, and right.
Press: RETURN to accept new value.

ZK-7814-HC

Figure 2-14 Modifying: Top Logo Position Form

9 Select a different position for the logo, such as center.

The Modifying: Letterhead Logos Menu redisplays.

You can change the position of the bottom logo in a similar fashion.

Modifying an Existing Style

You must have the SYSPRV system privilege to modify the styles supplied with DECpage.

Modifying an existing style requires only that you select the style and then modify it in the same fashion as just described. You do not copy it first.

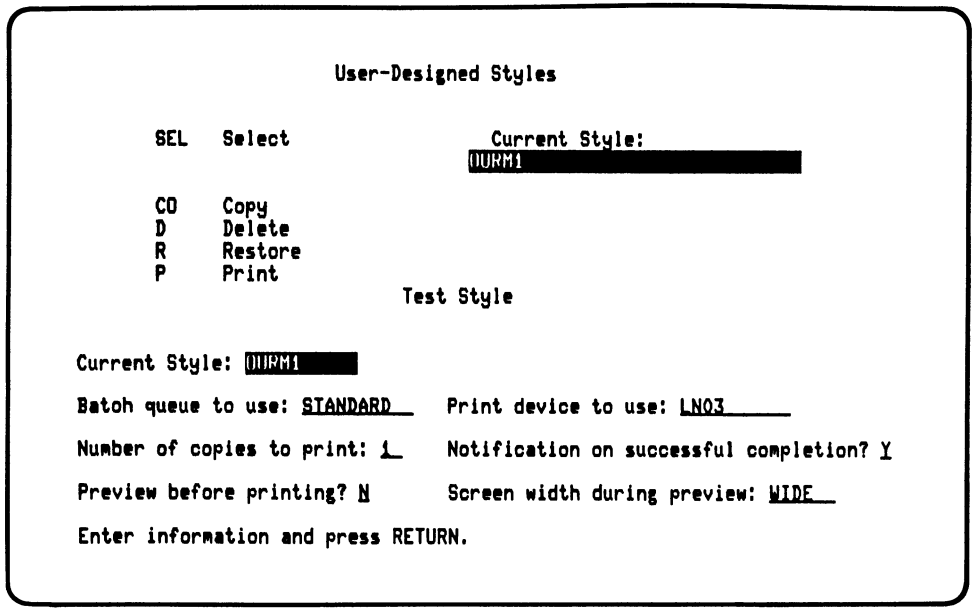
If problems arise, you can use the Restore option at any time to restore the original style supplied with DECpage.

Testing a Style

Once you have created or modified a style, inspect it carefully, and test it before establishing it as a style to be used by others on your system. To test a style:

1 Select TS (Test Style).

DECpage overwrites the lower portion of the UDS Main Menu to show Test Style information, Figure 2-15.



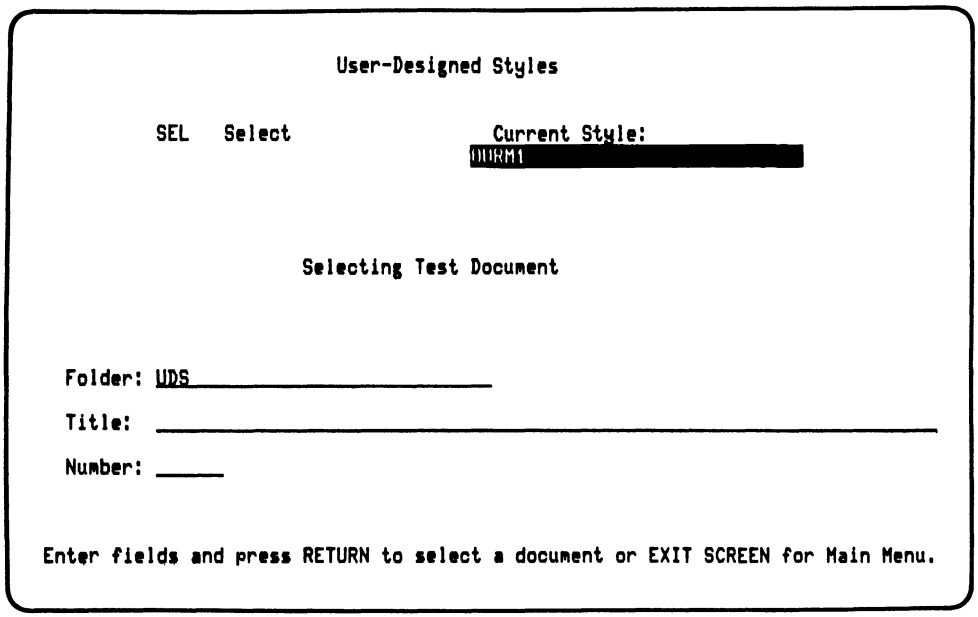
ZK-7815-HC

Figure 2-15 Test Style Form

NOTE: Press TAB to go from field to field. Press the Up Arrow to return to the first field.

2 Enter the information, or press RETURN if the defaults are correct.

The Selecting Test Document form, Figure 2-16, displays.



ZK-7816-HC

Figure 2-16 Selecting Test Document Form

3 Enter the name and/or document number of the document you want to test and press RETURN.

4 Inspect the printed document to see if the output is what you wanted.

If you get error messages when you attempt a printout, read the appropriate .DPL and .LIS files for more information.

The Troubleshooting chapter in the *DECpage User's Guide* discusses what to look for in .DPL and .LIS files. Appendix A shows samples of the kinds of message to look for.

Building a Style

When you have successfully tested a style, you build it. This process puts the style on the system so that all users can use it.

To build a style, select BS (Build Style) from the UDS Menu. Messages inform you that the Current Style is building. If you did not test the style before building it, we recommend that you format a WPS-PLUS document in the new DECpage style.

3

Designing Styles

This chapter describes the theory and practice of DECpage style design in specific detail. It includes a series of page templates that a style designer may find useful.

There is a glossary of typographical terms after this chapter.

Style Design

Within the many DECpage style formats, various output "attributes", such as typeface, point size, and line depth, can be changed to alter the appearance of the printed document. A style is the collection of specific attributes that control the format of a printed document. Style design applies to the look of a printed page, both in the layout of its image area and in the format of its printed text.

Style design as it applies to a page refers to the general layout of the printed page or the image area where the text is located. The UDS uses a concept called "block" to designate the space provided for a document

element. For example, most pages have a body text block and trim blocks (header and footer information). Report styles also have title text blocks on the first page of each section.

Style design as it applies to text refers to the appearance of the text on the printed page. The text is made up of individual text elements including: paragraphs, notes, tables, headings, and trim.

Paragraph Text

Paragraph Text is the main text used within any style. A paragraph within DECpage is defined by two returns. When modifying the paragraph text in report styles, the changes also affect the paragraph text of the following sections:

- Copyright
- Preface
- Bibliography
- Appendix
- Glossary

Note Text

Note Text, in DECpage, is characterized by being indented on both the left and right sides. To create a note, you change the ruler settings in your input document.

Table Text

Table Text, in DECpage, is defined by a table ruler. A table ruler is a ruler that contains a T, W, ., or >. All text following such a ruler is printed in columns depending on how many tab stops are defined.

Trim Text

Trim Text, in DECpage, is defined by the control regions with a top or bottom reference. Text that follows the reference within the control region is printed as either header or footer text.

Caption Text

When defining a graphic to be printed with DECpage, you may want to enter a caption within the control region for that graphic. This is the text that is affected when you change the attributes for caption text.

Footnote Text

Under most conditions, DECpage footnotes print at the bottom of the page on which they are referenced. They are separated from the body text by a short line.

Landscape Text

Landscape Text prints on a page that is side-turned from the normal page. In the United States, an A page in landscape is oriented 11 × 8.5 inches instead of 8.5 × 11 inches. Similarly, a European A5 landscape page is 210 × 148 mm instead of 148 × 210 mm.

Landscape point size reflects the size of the monospaced typeface that is defined by characters per inch (pitch). There are two sizes available that include 12 characters per inch (12 pitch) and 13.5 characters per inch (13.5 pitch). Since this text is printed exactly as it is input, some lines may be too long (based on the right margin ruler setting) to fit the body width value specified.

In the RB1 style chosen for this discussion, the landscape body width is defined as 58.0 picas wide, which equals approximately 9.5 inches. Therefore, the maximum amount of characters that can print on one line for 12 pitch is 114 characters or 9.5 inches times 12.0 characters. For the 13.5 pitch typeface, the maximum amount of characters that can be printed is

128 characters or 9.5 inches times 13.5 characters. So the right margin ruler setting should be at 114 and 128, respectively.

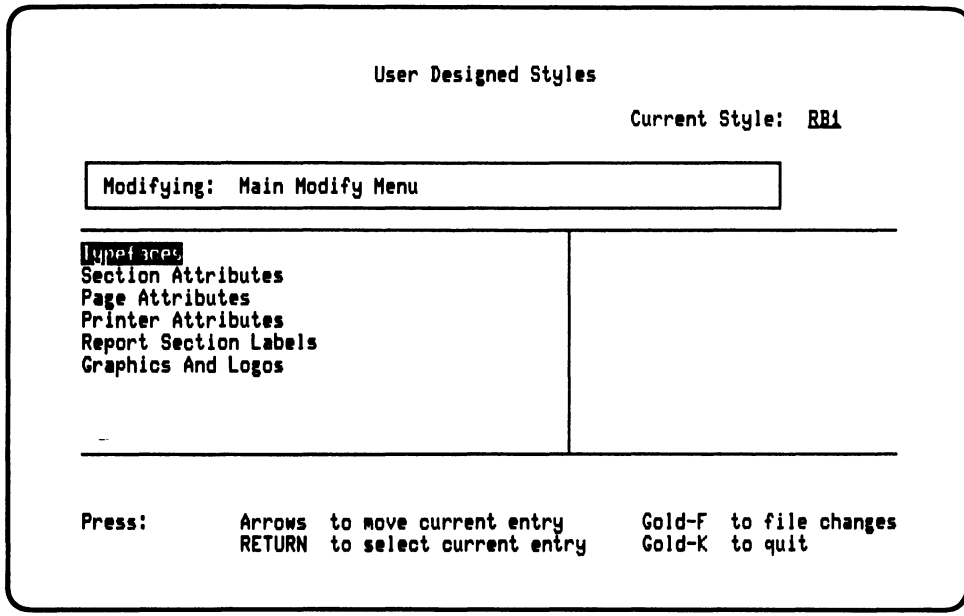
Literal Text

Literal Text prints exactly as it does on a terminal screen. It preserves the same spacing and line endings that appear on the screen; it also changes the typeface to resemble screen text.

The Main Modify Menu

The Main Modify Menu is the starting point for any style that you want to modify. Depending on what style you choose to modify, the menu may look a little different, and there may be more menus to go through, but the concept is always the same. You get to the attribute you want to change by working your way through the menus.

Figure 3-1 shows the Main Modify Menu for the RB1 report style. The following sections describe the purpose of the options on that menu. Following those sections, each option is discussed further in a section entitled "Considering . . ."



ZK-7817-HC

Figure 3-1 Main Modify Menu

Typefaces

A typeface is a specific style of type. For example, this document is printed using the Triumvirate typeface for titles, headings, and trim text and the Century Textbook typeface for the body text. Selecting the Typefaces option lets you choose which element or elements you want to modify for typeface. See the section Considering Typefaces.

Section Attributes

Report styles are made up of sections:

- Title page
- Copyright page
- Contents pages
- Preface pages
- Chapter pages
- Bibliography pages
- Appendix pages
- Glossary pages
- Index pages

Selecting the Section Attributes option brings you to menus for modifying the various sections of the report style. See the section Considering Section Attributes.

Page Attributes

Selecting the Page Attributes option leads you to a menu that lets you modify:

- Physical paper size
- Formatted page size
- Text block attributes

In most styles, selecting the Text Block Attributes option moves you to menus for modifying the attributes associated with body blocks and trim. In the report styles, selecting the Text Block Attributes option moves you to a

menu for modifying the various sections of the report. You can modify the attributes for:

- Title Section
- Copyright Section
- Contents Section
- Chapter Section

  (which also affects the Preface, Appendix, and Glossary Sections)
- Bibliography Section
- Index Section

See the section Considering Page Attributes.

Printer Attributes

This option lets you select input trays and output bins for laser printers that have them. See the section Considering Printer Attributes.

Report Section Labels

Some sections of the report style have a label or title that automatically prints on the page, such as Preface and Glossary. From the Report Section Labels option you go to a menu that has two options; Contents Labels and Other Labels.

From the Contents Labels option you can change the labels for:

- Table of Contents
- List of Figures
- List of Tables
- List of Examples
- List of Illustrations

From the Other Labels option you can change the labels for:

- Table of Authorities
- Preface
- Glossary
- Bibliography
- First Index
- Second Index

See the section Considering Report Section Labels.

Graphics and Logos

Selecting the Graphics option lets you modify the size of small and large graphics, and also the spacing around them. You can also adjust the size of landscape graphics. Selecting the Logos option lets you adjust the spacing around the logos that have been purchased for and installed on your system, and the text surrounding those logos. See the section Considering Graphics and Logos.

Considering Typefaces

The first option on the Main Modify Menu is Typefaces. The Typefaces Menu lets you modify the typeface for:

- Titles
- Headings
- Paragraphs
- Notes
- Tables

Typefaces available include:

- Triumvirate
- Century
- Textbook
- Stymie
- Avant Garde
- Souvenir

We suggest that you use no more than two typefaces in any one style.

The choice of typefaces for a style is a personal decision. The typefaces chosen for the styles supplied with DECpage go well with one another. But other combinations are possible.

Table 3-1 lists the alternate typeface combinations that exist for DECpage. The table contains recommendations as to which typefaces are complementary when used together and which are not. As a general rule, we recommend sans serif typefaces for headings, and serif typefaces for body text. When mixing typefaces, it is generally best to mix a serif and a sans serif typeface. We recommend that you do not mix more than two typefaces.

Table 3-1 Complementary and Non-Complementary Typefaces

HIGHLY RECOMMENDED	
Heading Typeface	Body Text Typeface
Avant Garde*	Century Textbook Souvenir
Triumvirate*	Century Textbook Souvenir Stymie

(continued)

Table 3-1 Complementary and Non-Complementary Typefaces (Cont.)

Heading Typeface	Body Text Typeface
ALTERNATIVES	
Avant Garde*	Stymie
Century	Triumvirate*
Souvenir	Triumvirate*
Stymie	Triumvirate*
DISCOURAGED	
Century Textbook	Avant Garde* Souvenir Stymie
Souvenir	Avant Garde* Century Textbook Stymie
Stymie	Avant Garde* Century Textbook Souvenir
HIGHLY DISCOURAGED	
Triumvirate*	Avant Garde*

*These are sans serif typefaces.

Title Typeface

Title Typeface refers to the title for any section of the report. Titles are used in these sections:

- Title
- Contents
- Preface

- Chapter
- Bibliography
- Appendix
- Glossary
- Index

If you modify the Title Typeface entry, the change affects every title in the report style.

Heading Typeface

The Heading Typeface option refers to any heading text in the document that is not a title. If you modify the heading typeface, you change the typefaces on all headings including main paragraph headings, note headings, and table headings.

Paragraph Typeface

The Paragraph Typeface option refers to regular paragraph text. However, different elements within documents all have paragraph text. When you modify the Paragraph Typeface entry, that change carries through to any paragraph text that is not explicitly defined, such as appendix paragraphs, preface paragraphs, glossary definitions, bibliography paragraphs, and index entries. You can modify trim text, caption text, and footnote text typeface separately by selecting those entries from the Text Attributes Menu.

Note Typeface

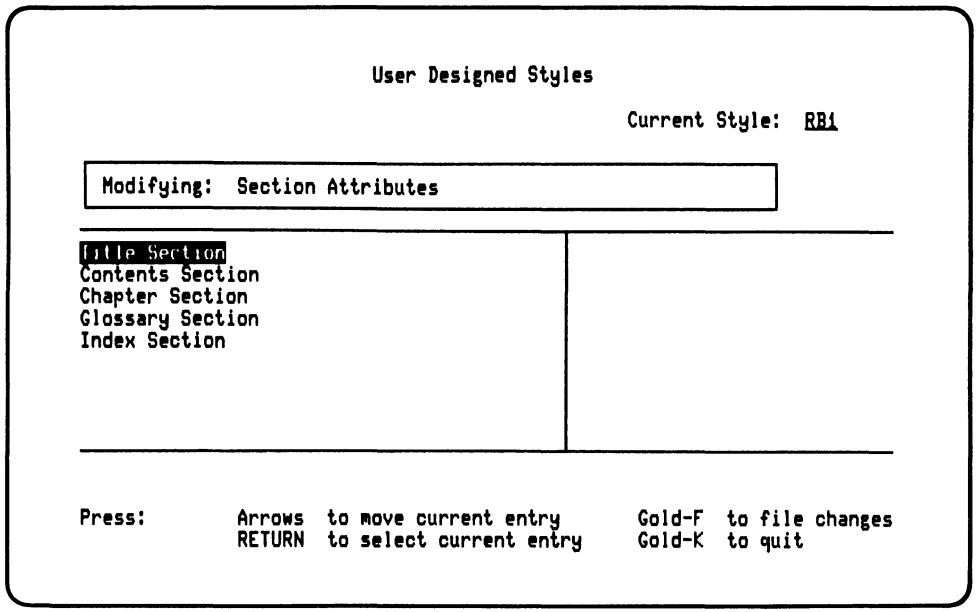
The Note Typeface option lets you modify the typeface used for the note paragraph text. You can use a different typeface for note text than for paragraph text or table text.

Table Typeface

The Table Typeface option lets you modify the typeface used for table text. Again, you can use a different typeface for this entry but it is best not to use more than two different typefaces for any paragraph text in the document.

Considering Section Attributes

The second option on the Main Modify Menu is Section Attributes. Selecting the Section Attributes option lets you move through the various sections of the report style. Figure 3-2 shows the Section Attributes Menu.



ZK-7818-HC

Figure 3-2 Section Attributes Menu

Title Section

The Title Section option moves you to a submenu for modifying Paragraph Text and/or Heading Attributes. From there, you go to attribute menus for selecting the text elements that are used on the title page of any report style, including any subscripts or superscripts. There are four levels of headings besides the title for a title page.

Contents Section

The Contents Section option moves you to a submenu for modifying Contents Entry Attributes and/or Contents Indents. From there, you go to attribute menus for selecting text elements that are used on the Contents pages of any report style, including any subscripts or superscripts. These include:

- Contents Level-1 Text
- Contents Level-2 Text
- Contents Level-3 Text
- Contents Level-4 Text
- Contents — Text Width.

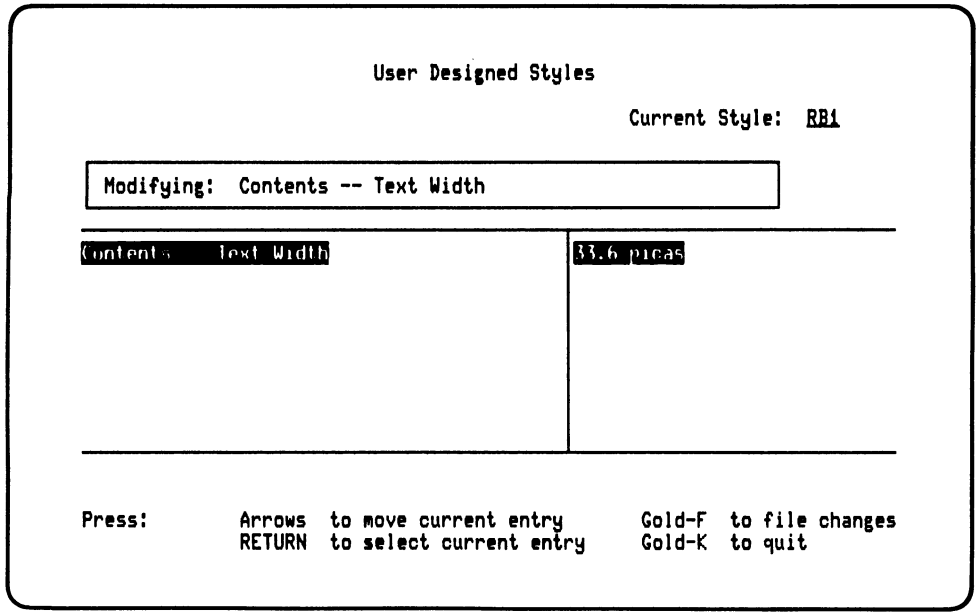
The title text attributes are defined by the Title Text for the chapter pages.

Contents Level-1 Text. The Level-1 entry on the contents page is the text of the Title for the section pages. It is usually a larger point size than the other entries for the contents page and prints aligned at the left margin. You can modify the following attributes for Level-1 Text:

- Space above
- Point size
- Line depth

Level-2 through Level-4 entries on the contents page usually have a smaller point size than Level-1 entries and are progressively indented. See the section Contents Indents.

Contents — Text Width. The Text Width on the contents page refers to the line width of the text measured from the left margin to the page number, not the right margin. This is the only attribute that you can modify for this menu. Figure 3-3 shows the Contents — Text Width Menu.



ZK-7819-HC

Figure 3-3 Contents — Text Width Menu

The text on the Contents page consists of level entries, as discussed previously, and reference page numbers. The value of the text width is less than the value for the contents block width. To calculate this value, decide how much space is needed to accommodate a three-digit page number, then subtract that from the Contents Block Width value, which is defined by the Chapter Block Width value. If you decide to use Alternate Page Numbering, the value of the text width is even smaller since you must leave room for a chapter number, hyphen, and page number, or for up to six digits (for example, 12-321).

Subscripts and Superscripts

The Contents Level-1 Text Menu has a second option, one for subscripts and superscripts. This option lets you change:

- Subscript size
- Superscript size
- Subscript offset
- Superscript offset

Subscript and superscript offset refer to the distance they are printed below or above the text baseline.

Chapter Section

The Chapter Section option on the Section Attributes Menu moves you to a submenu for modifying Text Attributes and/or Heading Attributes. From there, you go through other submenus to attribute menus for selecting text elements that are used in the Chapter pages of any report style, including any subscripts or superscripts.

Chapter Section Text Attributes. Following the Text Attributes path on the Section Attributes Menu, you can modify text attributes for:

- Paragraphs
- Notes
- Tables
- Trim
- Captions
- Footnotes
- Literal text
- Landscape text

You can turn text hyphenation on or off or specify no hyphenation. You may also modify text renditions, for example by defining text to be bold and underlined.

Chapter Section Heading Attributes. Following the Heading Attributes path on the Section Attributes Menu, you can modify headings for:

- Paragraphs
- Notes
- Tables
- Table columns

For titles (Level-1 heads), you can only change point size and line depth. For other headings, you can also change the space above and below the heading. If there are any subscripts or superscripts used in the headings, you can change their size and offset. Offset refers to how far above or below the text baseline they print. You can also change the indents for numbered headings. See the section Indents.

Glossary Section

The Glossary Section option moves you to a submenu for selecting General Glossary Text Attributes and/or Glossary Subscripts and Superscripts. From there you move through other submenus to attribute menus. These menus let you change the attributes associated with glossary terms only. The paragraph text for the glossary is defined by the paragraph text for the chapter pages. The title attributes for the Glossary Page are defined by the Title Text attributes for the chapter pages.

Index Section

The Index Section option on the Section Attributes Menu moves you to a submenu for modifying Text Attributes and/or Letter Attributes. From there, you go through submenus to attribute menus for selecting text

elements that are used in all the Index pages of any report style. The elements that you can modify include:

- Index Letter Attributes
- First-Level Text
- Second-Level Text

As with the Contents Section and Glossary section, the Title Text attributes are defined by the Title Text attributes for the chapter pages. The index entry text is defined by the paragraph attributes for the chapter pages.

Considering Page Attributes

The third option on the Main Modify Menu is Page Attributes. Selecting the Page Attributes entry leads you to an intermediate menu. The first option on this menu lets you modify physical paper size, both for portrait and landscape pages. The second option lets you modify the formatted page size, both for portrait and landscape pages. The third option, Text Block Attributes, sends you to the menus for modifying the page layout. In report styles, it sends you to the menu for the different sections of the report. The following paragraphs discuss considerations of physical paper size, then of formatted page size, then of report sections. See also the section Page Design Considerations.

Physical Paper Size

The Physical Paper Size option offers you the choice of handling portrait or landscape pages. This option lets you decide on the size of paper that the document will print on. It is the true paper dimension and not the text area of the page. You can modify the paper width and paper depth. The paper width dimension is the actual size of the paper from the left edge to the right edge. The paper depth dimension is the actual size of the paper from the top edge of the paper to the bottom edge of the paper.

Formatted Page Size

The Formatted Page Size option offers you the choice of handling portrait or landscape pages. This option lets you decide on the text area (or image area) of the page. You can modify the page width and page depth dimensions. If the page width and depth are different from the physical paper width and depth dimensions, then you may want to define crop marks to show where the text area is placed on the paper.

Page width refers to the image width of the page. Image width usually is the same as the page width, but may be less. If it is less, crop marks will be printed to show the image area.

Page depth defines the area where the text is to be placed from the top of the image area to the bottom of the image area. It can be the same as the physical paper depth dimension.

Section Definitions

From the Page Attributes Menu off the Main Modify Menu, you go to the Text Block Attributes Menu to modify the following sections:

Title Section. The Title section refers to the title page, the first printed page of the report styles. There is only one page that you need to modify. Selecting the Title Section option moves you to a menu that lets you change the attributes associated with the title page for report styles.

Copyright Section. The Copyright section refers to the copyright page or the second printed page of the report styles. There is only one page that you need to modify. Selecting the Copyright Section option moves you to a menu that lets you change the attributes associated with the copyright page for report styles.

Chapter Section. The Chapter section refers to any pages that make up the body of the report style. There are two page templates that you can modify for the chapter sections of report styles:

- First page template — the title page or the first page of the chapter
- Second page template — the second and all succeeding pages

Modifications made to the chapter page templates also affect the following sections:

- Contents Section pages
- Preface Section pages
- Glossary Section pages

Selecting the Chapter Section option moves you to a menu that lets you change the attributes associated with the page sections listed previously.

Bibliography Section. The Bibliography section refers to any pages that make up the bibliography section of the report style. There are two page templates that you can modify for the bibliography section:

- First page template — the title page for the bibliography
- Second page template — the second and all succeeding pages.

Selecting the Bibliography Section option moves you to a menu that lets you change the attributes associated with the bibliography pages.

Index Section. The Index section refers to any pages that make up the index section of the report style. There are two page templates that you can modify for the index section:

- First page template — the first page of the index
- Second page template — the second and all succeeding pages

Selecting the Index Section option moves you to a menu that lets you change the attributes associated with the index pages.

Landscape Section. The landscape section refers to any pages that make up the landscape pages of the report style. There is only one page template you can modify for the landscape section. Any modification affects all the landscape pages. Selecting the Landscape Section option moves you to a menu that lets you change the attributes associated with the landscape pages.

Considering Printer Attributes

The fourth option on the Main Modify Menu is Printer Attributes. This choice is not for style design, but rather for use when printing with certain laser printers, such as the PrintServer 40, that offer multiple input trays and output bins.

For all styles, the default setting for both the input tray and output bin is 0. On the PrintServer 40, the default input tray is the large paper tray, and the default output bin is the one on top of the machine.

If using an LN01 or LN01S to print letter styles, you must reset the defaults if you put letterhead paper in the top bin and plain sheets in the bottom bin. To reset the defaults:

1. From the UDS Main Menu, enter the Select (SEL) option and choose a Letter Style.
2. Copy the style and give it a new name.
3. Enter the Modify (M) option, then select Printer Attributes, then select Body Section Bins and Trays.
4. Select Page 1 – Input Tray and change the default to 1.
5. Select Page 2 – Input Tray and change the default to 2.
6. Press Gold-F to file these changes.
7. Repeat this process for the other Letter styles.

Considering Report Section Labels

The fifth entry on the Main Modify Menu is Report Section Labels. This option lets you change what is printed for the labels of:

- Table of Contents
- List of Figures
- List of Tables
- List of Examples
- List of Illustrations

- Table of Authorities
- Preface
- Glossary
- Bibliography
- Index 1
- Index 2

The text that you insert for the label text is printed as the title for that particular section, and can be modified to reflect the terminology that is common for your application. For example, instead of using the label "Table of Contents", you might want to define the title as "Contents", or you may want to modify one of the other contents sections to be a "List of Examples".

Considering Graphics and Logos

The sixth and last option on the Main Modify Menu is Graphics and Logos. This option lets you change the sizes of graphics, and the spacing around graphics and logos.

Specific Design Considerations

The following sections discuss specific design considerations about attributes that you can modify. They include: space above paragraphs, paragraph point size, paragraph line depth, and space below paragraphs. For paragraph indent, refer to the section Indents. Whenever a specific style is needed as an example, the RB1 style is used, and US page sizes are used.

These attributes are used consistently through all the menus that define the text element attributes. The way the attributes are used is the same, whether it pertains to paragraph text, note text, table text, or anything else.

Indents

An indent is an amount of space that the text will be positioned to the right of the left margin. Some indents are automatic and just indent the first line,

such as a paragraph indent. Other indents are defined relative to the width of the text line, such as note indents. The following sections describe the different kinds of indents used for different text elements, and discuss how to change indenting in your documents.

Contents and Numbered Heading Indents. The same method is used for indenting Table of Contents entries and numbered chapter headings. Select the Contents Indents option (or the numbered headings option). You can define nine levels of indents. The Table of Contents entries correspond to the numbered headings entries. If you choose to use decimal styled headings, you must make the indents appropriate to the lowest level numbered head. In your Table of Contents, the difference between a third level entry and a ninth level entry might be as follows:

```
.
.
.
     1.2.3 Text of Heading
.
.
.
.
.
.
.
.
                          1.2.3.4.5.6.7.8.9 Text of Heading
```

Choose the level entry indent that you want to modify. For all nine entries in either the contents level entries or the numbered heading indents, the following indents are defined.

Indent To Number. Specifies the distance from the left margin to the first number in a Table of Contents level entry or heading entry level text.

Indent To Text. Specifies the distance from the left margin to the first text character following the number.

Number Width. Specifies the width of the column for the number.
These three indent elements are related as shown in Figure 3-4.

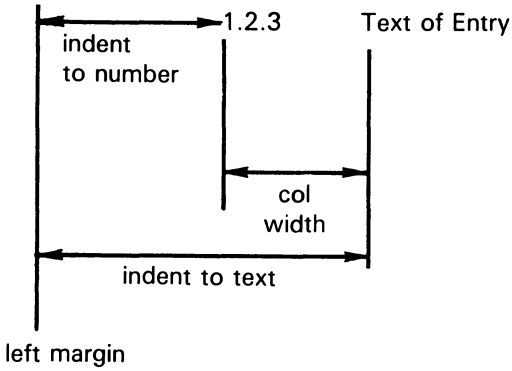


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Figure 3-4 Relationship of Indent Elements

Paragraph Indent. The paragraph indent attribute lets you define how much the first line of each paragraph indents. Only the LP letter styles have an indent already defined. If you want indented paragraphs in your document, you must also use a p-ruler and Gold <RETURN>.

A paragraph indent, in DECpage, is defined in units of en spaces. An en space is approximately half the value of the point size. Using the RB1 style as an example, no paragraph indent has been defined since there is a 0 value. If you were to define an indent of 2 ens, then all paragraphs would be indented approximately 10 points since the point size used is 10 points.

Glossary Indent. The Glossary Indent defines the amount of space that the glossary definition text should indent from the left margin. In this example, the indent is defined as 1.6 picas. When the text is printed, the whole definition is indented from the left margin 1.6 picas. The glossary terms for the definition are flush left at the margin.

Index Indents. There are two kinds of indents used in the Index section. A left indent is the amount of space the index entry is indented from the left margin. A wrap indent is the amount of space a wrap line of the index entry will indent relative to the left indent.

The first level entry for the index is always printed at the leftmost margin. The only indent that you can modify is where the text line should wrap.

The index indent is calculated from the left margin, and moves the whole text block. Therefore, to move the left indent, you must redefine the width. In the RB1 style, the indent is specified as 1.0 pica and the width is defined as 15.6 picas since the block width is defined as 16.6 picas. If you want the second level indented from the first level by 1.6 picas, the width of the entry is then 15.0 picas since 16.6 minus 1.6 is 15.0.

Note Indent and Note Width. The attributes for note width and note indent work together. By specifying an indent for the note text, you move the left margin of the text over by that amount. However, the text moves as an entire block unless you change the note width value.

Consider a note where the note width value is 27 picas and the note indent value is 4.0 picas. The width of the body block is 35.0 picas (as defined through the chapter section body block width). Since 35 minus 4 is only 31 picas, to achieve the same indent on the right side, the width of the note text is 31 picas minus 4 or 27 picas. If you want the note text to print with an indent of 2 picas on each side, take the indent value times 2 (4) and subtract it from the block width value (35) to achieve the note width value (31).

If you want the note text to align on the right margin with the paragraph text, but indented on the left margin with 4.0 picas, then the note width value is 31.0 picas: body block width (35) minus note indent (4) equals note width (31).

Footnote Indents. There are three values that you can change for the indent of a footnote. Indent to Footnote Number refers to the amount of space from the left margin to the beginning of the number. Footnote Number Width refers to the width of the space between the left margin and where a right-justified number would position, relative to the first text character. Indent to Footnote Text refers to the indent from the left margin to the start of the first text character.

Space Above Attribute

Space Above is an amount of extra space that is added to the line depth attribute. In the RB1 style, the space above paragraph text is defined as 8

points. Line Depth is defined as 12 points. Therefore, the first line of the paragraph is positioned 20 points baseline to baseline from the previous text element.

Space Below Attribute

Space Below is an amount of extra space that is added below the text element. This value is used with the line depth of the next text element. If the Space Above is defined as 10 points and the Space Below is defined as 8 points, the greater value, in this case 10 points, is used to decide the placement of the next text element.

NOTE: Space Above and Space Below do not always refer to the extra space above or below paragraphs or headings. In note text, for example, it refers to the extra space that you can add to the start of the note text and the end of the note text. Individual paragraphs within the note text default to the Space Above/Below values for normal paragraphs. The same is true for Table Text. The Space Above a footnote refers to the space between the text and the separator line for the footnote. The Space Below refers to the space between successive footnotes. Whenever you change an attribute, be sure to refer to the special information message on the attribute menu for extra clarification.

Point Size

Point size is the size of the typeface, measured from the ascender to the descender. For example, the RB1 style body paragraph text is defined as 10-point type. The LN03 font packages offer font sizes of 10, 12, 14, 18, and 24 points.

If you are using a PrintServer 40 or an LN03 ScriptPrinter, you can design a style that uses font sizes other than the 10, 12, 14, 18 and 24 included in the LN03 font packages. The PostScript printers have resident fonts that are scalable. This means that you can choose any point size you want. For example, you might want footnotes to print in 8 point. When you modify point sizes, always be sure to reset the line depth accordingly. For example, if you set the point size to 16, you would normally set the line depth to 18 or 19.

Line Depth

Line depth is the amount of space placed between each line of type, measured from the baseline of the first line to the baseline of the second line. A general rule to follow is that line depth is 2 points greater than the point size of the text. If you define the point size as 10 point, as in this example, and a line depth of 10 points, then the text would touch between lines when printed since the line depth is defined the same as the point size.

To make a draft copy for proofreading purposes, you can define the line depth as twice the normal line depth, or in this case, 24 points. This creates a blank line between each line of the paragraph text, giving you double-spaced lines.

Subscript Offset

This value is the amount of forward space that the subscript will be positioned relative to the baseline of the text. If the value is 2 points, then the baseline of the subscript will be positioned 2 points below the baseline of the normal text.

Superscript Offset

This value is the amount of backward space that the superscript will be positioned relative to the baseline of the text. If the value is 4 points, then the baseline of the superscript will be positioned 4 points above the baseline of the normal text.

Page Numbering

There are three kinds of page numbering used in report styles:

- Regular page numbering
- Alternate page numbering
- No page numbering

Regular page numbering prints page numbers consecutively from the first page of the chapter section to the last page of the index section. Alternate page numbering prints using chapter numbering, for example, 2-21. Every time a new chapter is started, the page number prints as the chapter number followed by a hyphen and then the page number starting at 1. The bibliography, glossary, and index sections also restart the page number at 1 for their respective title pages. You may also specify no page numbering.

Footnote Position

This attribute lets you decide if you want to have footnotes, which appear on the document pages where they are cited, or endnotes, which are grouped where you decide, generally at the end of the document. If you choose footnotes, you may also want to change the footnote list that can be used to reference footnotes. If you choose endnotes, you use a print control command DECpage:ENDNOTES to have the endnotes printed at that point in the document.

Footnote List. This attribute lets you select from numbers, symbols, or a user list. If you select numbers, superior numbers will be used to mark footnotes. If you select symbols, a list selected from predefined characters will be used to mark the footnotes. If you select user, a list of your choice will be used to mark the footnotes.

Special Footnote Symbols. DECpage defines these symbols as default values when you choose symbols as the footnote list. The characters you can choose from this list include:

- Asterisks
- Daggers
- Section signs
- Checks
- Arrows
- Filled circles
- Open circles
- Double daggers

You can define up to nine symbols to be used with the footnotes if you do not want numbers for the footnote references. The first footnote might be an asterisk and the second, two asterisks, and the third, three asterisks — all the way to nine asterisks or any combination of the symbols listed.

User Footnote Symbols. This menu lets you select your own characters to be used as footnote reference symbols instead of numbers or the preselected characters provided by DECpage. You can choose any character that can be accessed from the terminal.

Footnote Separators

This option lets you modify the type of separator for both footnotes and continuation footnotes.

For footnotes, you can select:

- A solid line
- A line of text, such as Footnote:
- A line plus text

For continuation footnotes, you can select:

- A solid line
- A line of text
- A short double line
- A line plus text
- A double line plus text

Literal and Landscape Text. You can modify the typeface, point size, and line depth for literal and landscape text, just as you can for all other text elements. The difference between this text and normal body text is that the literal and landscape sections are printed in monospaced typefaces. This means that the point size is defined by characters per inch (pitch). There are four different typefaces that can be chosen: portrait 10 and portrait 12 (used mostly in literal) and landscape 12 and landscape 13 (used mostly in landscape). See also the sections Landscape Text and Literal Text.

Text Renditions. You can define how the text that you emphasize can be printed in your document. By choosing the Text Renditions Menu, you can change:

- Bold text (text that is normally bolded in the document)
- Underlined text (text that is normally italicized in the document)
- Bold and underlined text (text that normally used both renditions)

You can change any of these to be either bold, underlined, bold and underlined, or italic. These changes would be consistent throughout the document, whether in table text, paragraph text, or note text.

Text Hyphenation. Choosing the Text Hyphenation Menu lets you specify:

- Hyphenation turned on
- Hyphenation turned off
- Capitalized words hyphenated automatically

All styles are defaulted to "hyphenation on", which means that whenever possible a word will be hyphenated at the end of a text line.

Heading Attributes. From the Heading Attributes Menu you can modify space above, space below, point size, and line depth for paragraph headings, note headings, table headings, and column headings. For column headings, you may also specify whether they should be repeated if the table continues onto additional pages.

Numbered Heading Indents. You can specify indents for headings in the same way as for contents level headings. There are nine levels of headings. See the section Contents and Numbered Heading Indents.

Numbered Heading Format. You can define three types of heading formats:

- Decimal
- Office
- None (unnumbered)

These values work with text commands in the form of [T1.1] to define a Level-1 head.

Choosing Decimal prints decimal numbers before the text of the headings, up to nine levels deep. When choosing decimal headings, you must consider changing the default values for heading indents. See the section Contents and Numbered Heading Indents.

Choosing Office prints an outline format associated with the heading text. A first level heading would be an uppercase Roman numeral. A second level heading would be an uppercase alpha. A third level heading would be an Arabic number, and so forth.

Choosing None lets you specify headings in your document with text commands rather than with the standard DECpage conventions.

For more information on using text commands in headings, see the *DECpage User's Guide.*

Page Design Considerations

The following paragraphs discuss additional topics that affect page design.

Block

Block refers to the rectangular space that bounds an element of text. A block is defined by the attributes for top margin, block width, block depth, and sometimes minimum and maximum block depth.

DECpage uses title blocks, body blocks, and trim blocks. Title blocks contain major heading text. Body blocks contain normal paragraph text. Trim blocks contain header and footer text — text that is repeated at the top and bottom of every page.

Within each type of page found in a document (such as title page, copyright page, normal body text page, and landscape page), a number of text blocks have been defined. These blocks are used to format particular kinds of text: header and footer text is put in Trim Blocks, normal paragraph text is put in Body Blocks, and major heading text is put in Title Blocks. Each of these blocks has a guaranteed amount of white space around it. If you change the

size of the formatted page, you may also have to change the characteristics of these blocks. In particular, you may have to redefine the block width and block depth, as well as the amount of white space found above and below each block.

Top Margin

Top margin refers to the point on the printed page where the first line of text is placed. It is measured from the top edge of the physical page, or, if the formatted page is smaller than the physical page, from the top crop mark.

Left Margin

The left margin is the area of white space on the left-hand side of the page. This value is measured from the left edge of the physical page to the text block. This value plus the value of the block width should not exceed the page width value.

To create a document where the text block is centered on the page, subtract the block width from the page width and divide by 2 (left margin and right margin).

For example, if the page width is 42.0 picas and the block width is 30.0 picas, the difference would be 12.0 picas. Half of that value would be 6.0 picas or the left margin value. (See also Right Margin and Block Width.)

Block Width

Block width refers to the length of the printed text line. If the formatted page is defined as 8.5 by 11 inches, the block width could be 8.5 inches. However, documents would then print from the very left edge of the page to the extreme right edge of the page. The block width value should therefore always take into account the left margin value and any space that you want to remain on the right margin.

Taking a U.S. 8.5 by 11 inch physical page as an example, you may want to define the title or body block so that there are 6.0 picas (1 inch) of space on the left and right sides. That would make the block width 39.0 picas (6.5

inches), or 51 picas minus 12 picas. To center that block on the physical page, you would define the left margin as 6 picas.

Block Depth

The block depth attribute should not be greater than the sum of the top margin and bottom margin in relationship to the physical page depth. This value should reflect the optimum block depth for pagination. It works in relation to the minimum block depth and maximum block depth at pagination time. For example, suppose you decide optimum block depth is 50.0 picas. If the body block starts 10.0 picas from the top of the physical page and the depth is 50.0 picas, then the bottom margin would be 60.0 picas from the top of the page. This would leave 6.0 picas for a bottom trim. If 50.0 picas is considered optimum for the block depth, then a maximum block depth can be declared as 52.0 picas. This would put the bottom trim at 62.0 picas, leaving 4.0 picas at the bottom of the physical page for a bottom trim, or possibly 3.0 picas of white space.

NOTE: If you are using 10-point type, use default WPS-PLUS settings for your printers. With 10-point type, total lines for top margin and text cannot exceed 57 for the LN01 (US only) or 63 for the LN03. Using the UDS utility, you can create a DECpage style that prints more lines per page. To do this, you must specify a smaller type, a larger body block, and a lesser line depth.

Block Depth, Maximum

The maximum depth of the block is the greatest vertical value that the block can assume. In most cases, this value represents one line more than the actual depth of the block. The paginator takes this value into consideration when deciding how to paginate the text.

Block Depth, Minimum

The minimum depth of the block is the smallest amount vertical value that the block can assume. This value represents two lines less than the optimum block depth. When the job is paginated, the paginator uses this value in deciding how to break the lines over pages. If need be, the text outputs

two lines short on the page to avoid "widows" on the following page. The value for maximum block depth is also taken into consideration.

Top Trim Margin

Top trim is sometimes referred to as header text. It is text that is automatically printed at the top of every page. The value that is specified is the measurement from the top of the page to the top of the text.

The depth of the top trim block is the difference between the value of the top trim attribute and the top margin attribute of the next text block. For example, if you specify a value of 5.0 picas for the top trim and a value of 10.0 picas for the top margin of the body block, then the difference is 5.0 picas, or the depth of the trim block.

Bottom Trim Margin

The depth of the bottom trim block is the difference of the value of the bottom trim attribute and the page depth attribute. For example, if bottom trim has a value of 60.0 picas and the page depth value is 66.0 picas, then the bottom trim depth would be 6.0 picas.

When specifying this parameter, it is important to look at the body block (or the last text block on the page). The bottom trim value should not be less than the sum of the body block top margin value and the body block depth value. Otherwise the bottom trim text overprints the body text.

First Column Left Margin

This attribute is used for all pages that print in a two-column format. In report styles, for example, all index pages have two columns. This attribute refers to the point where the text of the first column is to start, relative to the left edge of the page. It is just like the left margin attribute.

Second Column Left Margin

The second column left margin is where the second column of text begins on the page in reference to the left side of the physical page. To create a space

between the left column and the right column, declare this value to be the left margin value plus the block width and a space value. For example, if the left margin is 4.0 picas, the block width is 21.0 picas, and there is a space of 2.0 picas between the columns, the value should be 27.0 picas for the left margin of the second column.

When all these values are added together, they should not exceed the page width value. For example, taking the values in the example above, 27.0 + 21.0 (block width of the second column) = 48.0 picas. If the page width is 51.0 picas, then these values are correct. However, these values would leave a right hand margin of 3.0 picas.

Top Crop Mark Offset. The Top Crop Mark Offset option lets you define where a top crop mark is positioned. If the depth of the text area on the page is smaller than the physical paper, you want to know where to cut or trim the paper to make it the right size. The value for the top crop mark is measured from the top of the paper to the top edge of the text area.

Left Crop Mark Offset. The Left Crop Mark Offset option lets you define where the left crop mark is positioned relative to the left margin. If the width of the text on the page is smaller than the physical paper, you want to know where to cut or trim the paper to make it the right size. The value for the left crop mark is measured from the left edge of the paper to the left edge of the text area.

If you want to create a style that is a U.S. page size of 6.5 × 10 inches, you modify the formatted page width to be 6.5 inches and the depth to be 10 inches. This style, however, is smaller than the physical paper size it is being printed on, so crop marks should be used to see the image area of the whole page (6.5 × 10). You have to modify the left crop mark to be 1.0 inch and the top crop mark to be 0.5 inch.

To arrive at the top crop value, subtract the image area depth from the physical paper size depth and divide by 2 (so that the image area is centered vertically on the printed page). The calculation is 11 − 10 = 1, times 1/2 = 0.5. Therefore, the top crop mark is positioned 0.5 inch from the top edge of the physical paper.

To arrive at the left crop value, subtract the image area width from the paper size width and divide by 2 (so that the image area is centered horizontally on the printed page). That results in 8.5 − 6.5 = 2, times 1/2 = 1. Therefore, the left crop mark is positioned 1.0 inch from the left edge of the printed paper.

Page Templates

The following page templates, shown in Figures 3-5 through 3-8, can help your design efforts.

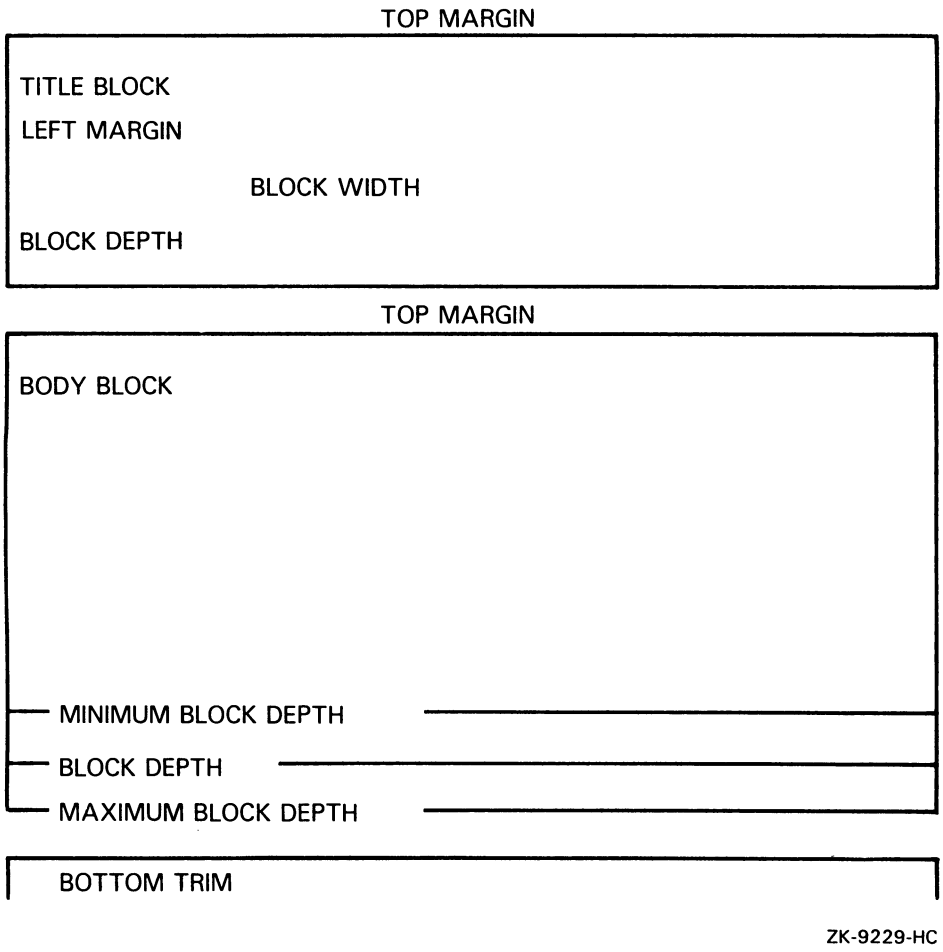

Figure 3-5 Title Page Template for Report Section

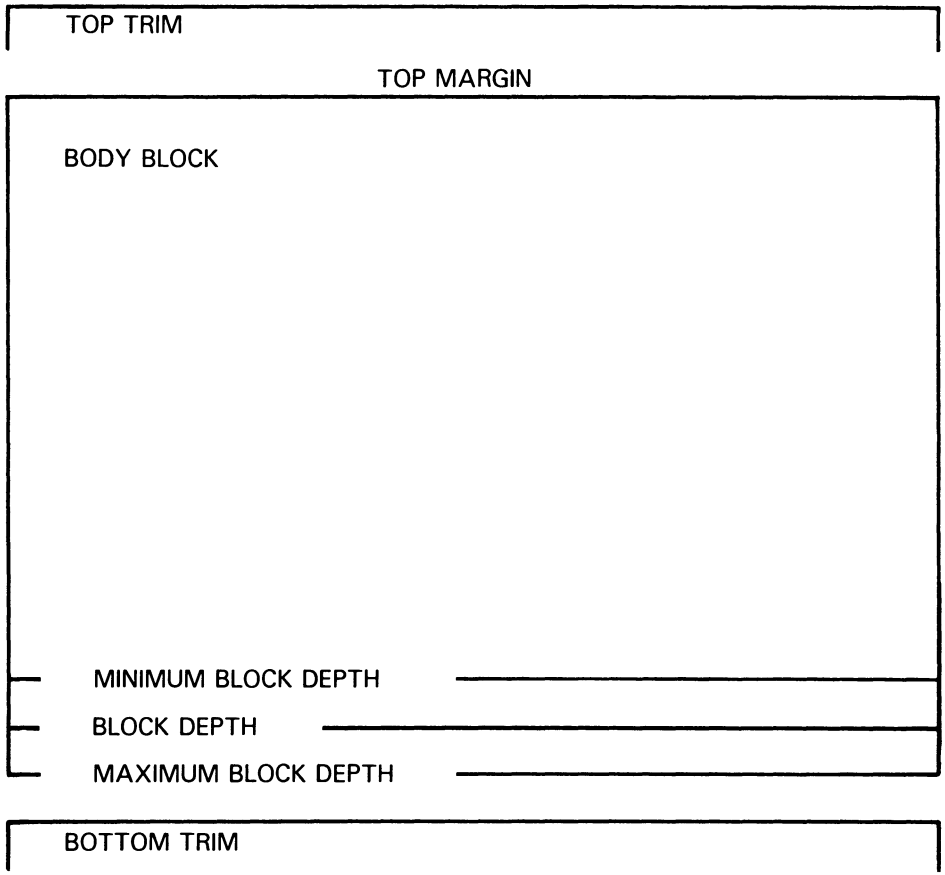

Figure 3-6 Second Page Template for Report Section

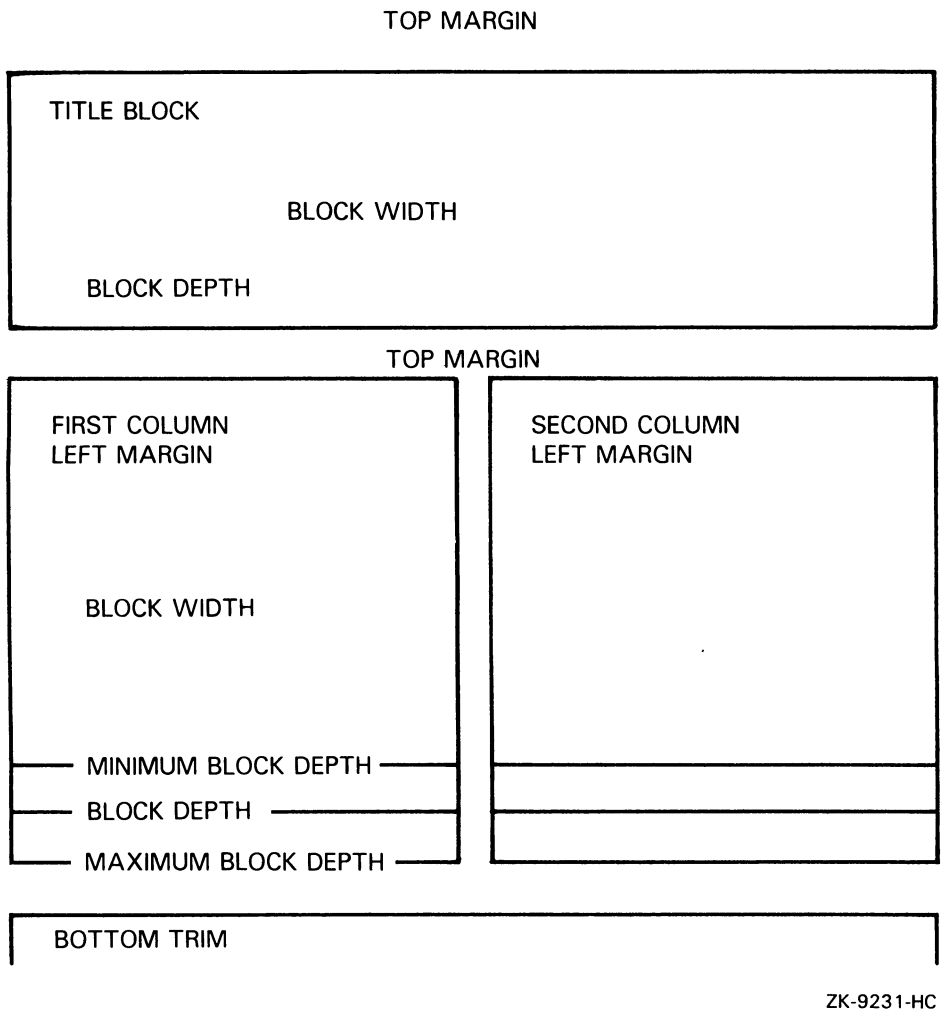

Figure 3-7 Template for First Page of Two-Column Report (RTC1)

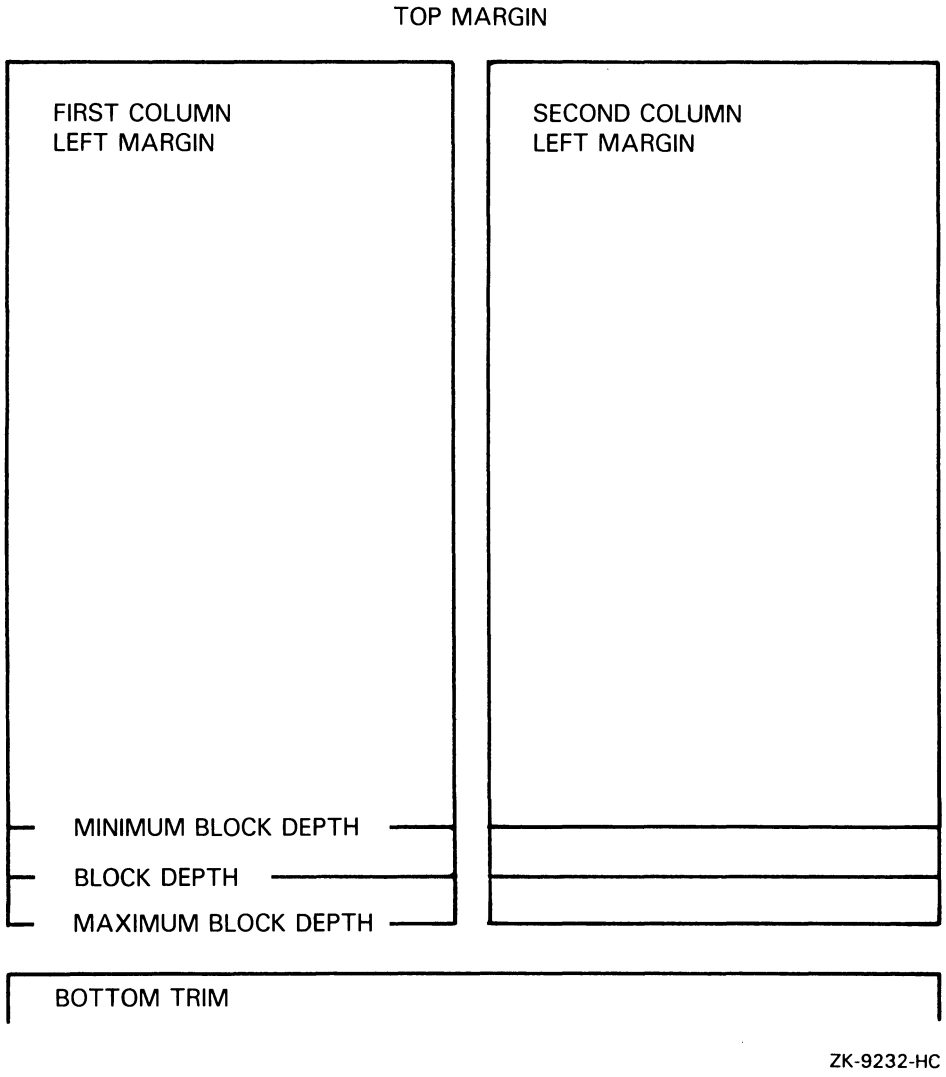

Figure 3-8 Template for Second Page of Two-Column Report (RTC1)

A

Error Message Examples

If you get error messages when you attempt a printout, read the appropriate .DPL and .LIS files for more information.

The Troubleshooting chapter in the *Decpage User's Guide* discusses what to look for in .DPL and .LIS files. The following is a sample of the kinds of message to look for:

<The block's X_ORIGIN exceeds the page width.>

Explanation: The block was specified with a LEFT MARGIN value greater than the value given for PAGE WIDTH.

User Action: Modify the block values to correct either the PAGE WIDTH or the LEFT MARGIN value of the block.

<The block's Y_ORIGIN exceeds the page depth.>

Explanation: The block was specified with a TOP MARGIN value greater than the value given for PAGE DEPTH.

User Action: Modify the block values to correct either the PAGE DEPTH or the TOP MARGIN value of the block.

<The MINIMUM_BLOCK_DEPTH exceeds the preferred BLOCK_DEPTH.>

Explanation: The block was specified with a MINIMUM BLOCK DEPTH value greater than the BLOCK DEPTH value.

User Action: Modify the block values to correct either the MINIMUM BLOCK DEPTH or the BLOCK DEPTH values.

<The MAXIMUM_BLOCK_DEPTH exceeds the page boundary.>

Explanation: The block was specified with a MAXIMUM BLOCK DEPTH value that could allow the block to extend beyond the PAGE DEPTH value.

User Action: Modify the block values to correct either the TOP MARGIN or the MAXIMUM BLOCK DEPTH values.

<The MAXIMUM_BLOCK_DEPTH is less than BLOCK_DEPTH.>

Explanation: The block depth was specified with a MAXIMUM BLOCK DEPTH value smaller than the BLOCK DEPTH value.

User Action: Modify the block values to correct either the MAXIMUM BLOCK DEPTH or the BLOCK DEPTH values.

Glossary

alternate page numbering

Alternate page numbering is used with the report styles and causes page numbers of the chapter text to be numbered with a chapter number and page number.

ascender

The portion of a lowercase character that rises above the character's "x" height, such as the upper portion of a d, b, or t. X height refers to the height of a lower case letter that has no ascenders or descenders, such as the letters x, m, and n.

attribute

A distinctive feature that defines how certain text will look. Some attributes are typeface, point size, and line depth.

baseline

Where the type sits on a line:

abcdefghijklmnopqrstuvwxyz _ this is the baseline.

block

Block refers to the rectangular space that bounds an element of text. DECpage uses title blocks, body blocks, and trim blocks. Title blocks contain major heading text. Body blocks contain normal paragraph text. Trim blocks contain header and footer text — text that is repeated at the top and bottom of every page.

block depth, maximum

The maximum depth of the block is the greatest vertical value that the block can assume. In most cases, this value represents one line more than the actual depth of the block. The paginator takes this value into consideration when deciding how to paginate the text.

block depth, minimum

The minimum depth of the block is the smallest vertical value that the block can assume. Most often this value represents two lines less than the optimum block depth. When the job is paginated, the paginator will use this value in deciding how to break the lines over pages. If need be, the text will output two lines short on the page to avoid "widows" on the following page. The value for maximum block depth is also taken into consideration.

block width

The measurement of text from the left edge of the text block to the right edge of the text block.

bottom trim

Bottom trim is sometimes referred to as footer text. It is the text that is automatically printed at the bottom of every page. The value that is specified is the measurement from the top edge of the physical page to the top of the bottom trim text.

Bottom trim is where the footer text starts on the page. In WPS-PLUS, the text that is defined in the print control region BOTTOM is used for footer text.

bottom trim margin

The point vertically where the bottom trim is to start printing on the page. The depth of the bottom trim block is the difference of the value of the bottom trim attribute and the page depth attribute. For example, if bottom trim has a value of 60.0 picas and the page depth value is 66.0 picas, then the bottom trim depth would be 6.0 picas.

crop marks

Indicators on a printed page that show where the page should be trimmed.

descender

The portion of a lower case character that descends below the "x" height, such as the lower portion of y, q, p, or g. X height refers to the height of a lower case letter that has no ascenders or descenders, such as the letters x, m, and n.

en space

The value of an en space is approximately half the size of an m or the point size of the typeface. If the point size is 14 points, then an en space would be 7 points.

footer

The text that is printed automatically at the bottom of each page or bottom trim text.

gutter space

The white space that is left between table columns, or in a two-column style, the white space that is printed between the two columns.

header

The text that is printed automatically at the top of each page or the top trim text.

heading

A line of type that is used to offset a section of text. DECpage allows four levels of headings in each major section of text. Those include paragraph text, note text, and table text.

image area

That portion of the page where the text can be printed. This includes the margins to the text area.

indent

An amount of white space output before a line of text, like a paragraph indent. Note text is sometimes also indented. DECpage allows modification of the following indents: paragraph, note, contents level entries, heading level indents, glossary text and index level entries, and the amount of space that the wrap lines indent.

landscape page

The orientation of a text page as it comes off the printer. An 8 1/2 by 11 inch landscape page, for example, is 11 inches wide by 8 1/2 inches deep.

left margin

Where the left side of the text starts in relation to the left edge of the page.

line depth

The spacing between each line of text from baseline to baseline:

The quick brown cow_
jumped over the lazy_ baselines
sleeping fox._

line width

The length of the printed text line.

logo depth and width

The depth and width of the logo content, exclusive of any white space.

monospace typeface

All characters in a monospace typeface have the same character width, like on a typewriter. The m character is the same as the i character. In proportionally spaced typefaces, the m character may be 10 relative units wide and the i character may be 3 relative units wide.

note text

Text that is offset from the main text in some fashion. Note text in DECpage is usually printed with an indent on both the left and right margins.

orphan

The last word of a paragraph that prints on a line by itself at the bottom of a page.

page depth

This value is for the image area of the page. The page depth may be specified in any valid unit of measure. For example, 9 inches is the same as 54 picas.

page template

The design of the page that text is to be printed on. A page template is divided into blocks, including title blocks, body blocks, and trim blocks.

page width

The width of the image area of the page.

paper depth

This value is for the physical page, from the top edge of the paper to the bottom edge of the paper. The paper depth may be specified in any valid unit of measure. For example, 11 inches is the same as 66 picas.

paper width

The width of the physical page, from left edge to right edge.

point size

The size of the type, usually measured from the ascender to the descender.

regular page numbering

Page numbers that are consecutive from the first page of a document to the last page of the document.

right margin

The white space on the right side of the text block. This value is the left over space on the right-hand side of the paper after the left margin value and block width value have been added.

run-in heads

Text of a heading that prints on the same line as the paragraph text:

This is an example of a run-in head — This is the text of the paragraph.

sections

All DECpage styles are divided into sections. General styles have a body section and a landscape section. Report styles have title, copyright, contents, preface, chapter, bibliography, appendix, index, and landscape sections. Within those sections, are text elements including title text, paragraph text, note text, table text and heading text.

serif and sans serif type

Serif type has short lines stemming from, and at an angle to, the upper and lower ends of the strokes of a letter. These lines are called heads and feet. Century is a serif type.

Sans serif type lacks serifs. Avant Garde is a sans serif type.

space above

The extra amount of space that is added to the line depth above an element.

space below

The extra amount of space that is added to the line depth below an element.

table ruler

Any ruler that has one or more of the following characters used as tab stops: T W . or >.

table text

Any text that is input following a table ruler.

text blocks

An area for text to go into that is defined by the page template. The blocks are defined by width and depth.

text elements

Text that is defined by a series of attributes, such as space above, point size, space below, typeface and line depth. DECpage modifiable text elements include paragraphs, notes, tables, and headings.

titles

A line of type that is used for the beginning of a chapter or title page. In most cases, this is a level 1 head as input from WPS-PLUS.

top margin

The distance between the top edge of the page and where the top of the text starts.

top trim margin

Where the header text starts on the page. In WPS-PLUS, the text that is defined in the print control region TOP is used for header text.

trim blocks

The area on the printed page where the top and/or bottom trim text is to be printed.

trim text

Any text that is defined in the Top or Bottom control blocks.

typeface

Typefaces refer to the names given to a certain family of characters. Some typefaces have serifs and some do not. DECpage uses different styles of typefaces, including Avant Garde, Century Textbook, Souvenir, Stymie and Triumvirate.

units of measure

All of the DECpage styles have been created using picas and points. These are the most common units for the typesetting environment. There are 12 points in a pica and 6 picas to the inch. A value of 1.6 picas would be 1 pica and 6 points. The DECpage styles can be modified using a variety of different units of measure. Other valid units of measure include centimeters, millimeters, inches, ciceros, and didots.

The following is a list of the units of measure that DECpage accepts.

UNIT OF MEASURE	ABBREVIATION
picas	pi
points	pt
ciceros	ci
didots	di
millimeters	mm
centimeters	cm
inches	in

width attributes

This value is for the width of the text that is being output, or the line width. Note width is the width of the note text minus any indent that may have been declared. Formatted page width is the width of the image area of the page. Paper width is the value of the actual physical page from the left edge of the paper to the right edge of the paper.

wrap indents

The amount of space a line indents when it wraps.

x height

The height of a lower case letter that has no ascenders or descenders, such as an x, m, or n.

widow

A single, usually short last line of a paragraph, separated from its related text and appearing at the top of a page.

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